

ROBIN PERALTA, M.ED.

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EDUCATION

Ph.D., General Psychology (Integrating Technology, Learning, & Psychology), Grand Canyon University
Anticipated Completion: 2018

Master of Education, Integrating Technology (K-12), George Mason University, 2013
Graduated Cum Laude | Golden Key International Honor Society Member

Bachelor of Science, Computer Networking, Strayer University, 2001

PROFESSIONAL EXPERIENCE

Islamic Saudi Academy, Alexandria, VA

2015 – Present

Director of Technology

Direct, coordinate and troubleshoot technology based services such as Blackbaud Education Edge, External Website, ManageBac (LMS), and McGladrey Remote Server. Work collaboratively with the Education Administration to implement application in instructional technology, in an effort to enhance student achievement in all subject areas. Manage workshop training schedules in an effort to introduce technology into the mainstream of the school. Develop, implement and oversee Technology Plan and Acceptable Use Policies for both students and faculty. Direct and evaluate the operations and activities related to technology including district wide network; purchase, lease, installation, repair and use of electronic equipment (both hardware and software). Develop creative solutions pertaining to technology challenges despite minimal resources. Create resource material for lower school/upper school faculty. Encourage faculty to broaden their horizon's by taking technology classes to promote continuing education. Teach faculty workshops to increase their professional development skills. Work individually (co-teach), or in groups, with PK-6 teachers to offer advice and collaboration in an effort to integrate sources of technology in their classrooms. Learn the functionality and teaching implications of an IB School. Configure BYOD devices for WLAN network implemented 1/4/16.

Episcopal High School, Alexandria, VA

1998 – 2014

Laptop Program Director (1998 – 2014)

- Created, coordinated and managed all facets of the EHS laptop program to include, but not limited to: interviewing and selecting vendors & manufacturers; selecting laptops and tablets each year for approximately 120/140 new students (annually) and 85/90 faculty (3-year rotation); purchasing all necessary supplies; creating and updating all printable/web material for new students & parents; creating and updating all school required laptop/tablet images; planning out-of-box days in order to distribute all new student required laptops/tablets to approximately 120/140 new students; reimaging and repairing approximately 300 returning student required laptops/tablets at the start of each new school year; developing and maintaining repair database in Access and School Dude; servicing all student and faculty school laptops/tablets by troubleshooting conflicts with hardware and software issues; replacing warranted and insured parts and rebuilding entire computers when necessary; ordering replacement parts; providing backup help- desk support for faculty; hiring, training and managing L.A.T.E.R. (Laptop and Technology Emergency Repair) students for help- desk support; creating L.A.T.E.R. Office manual, maintaining/updating on annual basis; creating Laptop Training Manual and adding to images for all new faculty and students.

Teaching Staff (2000-2014):

- Taught A+ Certification Course as an Independent Study
- Taught 4-5 week orientation classes to approximately 120/140 new students (grades 9-12). Classes were based on the school year and consisted of the following, but were not limited to: EHS network usage (network logon (Novell, Active Directory), GroupWise, EHS Acceptable Use Policy), MS Office Suite applications, Internet safety, digital citizenship, cyber-bullying, basic web design (NVU & MS Word), Windows Journal, LMS usage (Blackboard, Canvas), Paint (animated gifs), Fujitsu MS tablet features, plagiarism, copyright & public domain and basic video applications for projects.
- Formed production company (Peechez Productions) with students at EHS resulting in "Without a Laptop"; a training video for IBM (School year 2006-07) in an effort to teach students about laptop safety and on-campus theft. Curriculum included, but not limited to, storyboarding, script writing, costume design, location scouting, casting, directing, filming, and editing; primary software used were MS and Adobe products.
- Hired and taught and supervised "Senior Seminar" student, each May, to completely run the laptop program director's job for 4 weeks in May

Assistant to Technology Integration Specialist (as necessary):

- Specifically worked with Chinese teacher (2012/13) to help integrate Web 2.0 applications (wikis & blogs) into her classroom. Worked with her entire class to create video diaries and a music video students shared with a class

in China.

- Specifically worked with a French teacher (2013) to introduce web design to his students in order to create a project in lieu of using PowerPoint
- Supported faculty in developing units, projects, or other educational technology applications within their curriculum, as needed.
- Provided workshops and training for faculty in educational technology skills and applications in classrooms with curriculum lessons requiring the use of technology
- Supported faculty in developing a 1:1 learning environment in their classrooms
- Assisted faculty and students in the use of Web 2.0 applications in an effort to integrate the use of technology in their classrooms to reach other students across the world (wiki's, blogs, websites)
- Provided individual and group training for students in educational technology skills in order to complete class projects assigned by specific teachers

Additional Duties:

- Created/maintained Technology Support pages on Episcopal High School website
- Created, authored and administrated the EHS Tech Support Web Site Newsletter - <http://rep768.wix.com/alittlelater>
- Served as a member of the ACT (Academic Committee for Technology) group which met to discuss technology integration in the school
- Attended Education and Computer Conferences annually in an effort to keep current with technology, technology integration in classrooms, and new forms of advancements in education
- Presented skills training presentations at Education and Computer Conferences (ThinkTank 2005, Lausanne Laptop Institute 2005, ThinkTank 2006, ThinkTank 2007, Lausanne Laptop Institute 2007)
- Coordinated and taught Technology Integration Workshops to ninth through twelfth grade students, as necessary
- Organized and led meetings with the Technology Department to discuss Laptop Program issues, when necessary
- Met with Director of Technology and other members of the TECC Department on a regular basis to assess needs and recommend suitable technology
- VUE office and test administrator

Activities (2012-2014):

- Served as a member of the EHS Activities Committee which included, but was not limited to; chaperoning students at on- campus and off-campus events, helping students plan and implement haunted house at Halloween; providing transportation in personal vehicle, when necessary, etc.
- Volunteered to mentor Texas Club, Outdoor Club, Technology Club and, when time permitted the Diversity Club
- Registered member of ISTE, CompTIA, and NAIS

Technology Assistant (promoted 11/1997)

- Editor for EHS technology web pages, staff/student software trainer (Windows 3.1/95, MS Word 6.0, 7.0, 97, Lotus 123, MS Excel, MS Publisher), help-desk and email manager (GroupWise 5.0), administrative support for Director of Technology, phone system administrator (Lucent System 25), system administrator for business office (Novell 4.1); assisted Director of Technology manage beta 1:1 laptop program. As assistant to the beta 1:1 laptop program, researched vendors, service support centers and manufacturers. Assisted in managing part BYOD (bring your own device) and part Toshiba integrated program.

Telecommunications Specialist (promoted 11/97)

- Created RFP to replace System 25 Telecom system with updated phone switch to handle voicemail and phone system for 400+ students and approximately 150 staff and faculty; worked with company to install and train staff and faculty in the use of the new phone system (Meridian 61); managed all aspects of the voicemail system, to include recording main voicemail message, all attendant console messages and approximately 200 student extension numbers when students shared room; made all changes in switch to include adds/removes/changes, until school began implementing VoIP in 2013; created and maintained all documentation, records and usage guides for phone system.

HR Manager/System Administrator/Telecommunications Manager/AA to Treasurer (promoted 2/1996)

- Human resources manager/benefits administrator; Novell 4.1 system administrator, Phone system administrator (AT&T System 25); web publications; Assistant to Treasurer.

Business Office Secretary (8/19/1991 – 2/96)

- Administrative support to Treasurer, Business Manager, Plant Manager, Financial Aid Director, Summer Programs Director, and Project Manager; clerical staff software trainer (Windows 3.1, Windows 95, Microsoft Word for Windows 6.0, 7.0, Lotus 123, Microsoft Publisher); requisition's manager/purchasing agent, office publications (newsletters, business forms, brochures, etc.), accounts receivables, data entry, Xerox copy repair, b/u to Post Office Manager, b/u to all secretary/AA positions on campus.

PRIOR EXPERIENCE

City of Pass Christian, MS <i>Administrative Assistant</i>	1990 – 1991
U.S. Census Bureau, Biloxi, MS <i>Enumerator & Supervisor</i>	1990 – 1991
C&L Rainbow Window Tint, Gulfport, MS <i>Office Manager</i>	1989

CERTIFICATIONS

Microsoft Certified Innovative Educator (MIE), 2015
 IBM & Lenovo Service Technician, 2013 | Fujitsu Service Technician, 2010
 IBM Certified Warranty Technician, 2010 | IBM Certified Warranty Administrator, 2010
 CompTIA A+ Certified Professional, 2002 | Meridian Option 11-81-C Familiarization Certificate, 2001
 Meridian Mail Feature Administration & Applications Certificate, 1998 | Novell Education Certificate, 1996
 Blackboard University Student Billing Certificate, 1996

PROFESSIONAL DEVELOPMENT

“iTools for Creative Presentations”, 2016
 “Powerful Tools for Teaching & Learning: Digital Storytelling”, University of Houston, Coursera, 2016
 “Powerful Tools for Teaching & Learning: Web 2.0 Tools”, University of Houston, Coursera, 2015
 IBM Mobile Systems Training, 2010 | Meridian Mail Release System Administration, 1998
 Netware 4.1 Administration, 1996 | NALS Legal Training Course, 1991

TECHNICAL SKILLS

Network Safety • Cyber Crime & Bullying • Public Domain • Copyright • Fair Use
 MS Office Suite • MS Publisher • MS Front Page • NVU • Paint • Adobe Reader • Adobe Acrobat Pro • Windows Movie
 Maker 2.6 • Google Apps • Graphic Design • Window v3-10 • Mac OSX • Mac iOS • Linux OS • Enterprise Server • Google
 Apps • Google Apps for Education (GAPE)

REFERENCES

David L. Hathaway, Director of Technology, Ret., EHS, 703-774-5710, dlhathaway@gmail.com
 Dawn Hathaway, Professor, George Mason University, 703-993-2019, dhathawa@gmu.edu
 Alex Inman, Educational Collaborators, 202-999-9824, Alex@educollaborators.com