

ROBIN PERALTA, M.ED.

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EDUCATION

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. Work collaboratively to implement applications in instructional technology. Manage workshop training schedules. Develop, implement and oversee Instructional Material and Policies. Direct and evaluate the operations and activities related to technology including purchasing, leasing, installation, repair electronic equipment (both hardware and software), and safe disposal of same. Develop creative solutions pertaining to technology challenges despite minimal resources. Create and maintain professional development workshop website (<http://rep768.wix.com/ttworkshops>). Create and develop surveys, databases, professional development records and awards. Create and maintain updated email list(s) databases to provide information pertaining to business shut-down. Manage IT staff (2). Customer Service and Support.

Episcopal High School, Alexandria, VA

1991 – 2014

- **Laptop Program Director (1998 – 2014)**
- **Teaching Staff (2000-2014)**
- **Assistant to Technology Integration (2000-2014)**
- **Assistant for Technology Office (1997-1998)**
- **Telecommunication Specialist (1997-2014)**
- **HR Manager/Network System Administrator/Telecommunications Manager/AA to Treasurer (1996-1997)**
- **Business Office Receptionist/Administrative Assistant (1991-1996)**

Specific Duties:

- Created and managed entire technology program for students and faculty, with regard to laptops/tablets to include: Vendor relations, created and maintained Access Database of all repairs, created and maintained ALL documentation to include, but not limited to, letters, mailings (mail merge), brochures, training manuals and materials, Excel spreadsheets, Office procedural manuals and documentation.
- Managed all budget sheets (Excel) for my office as well as the Director of Technology.
- Managed telecom system, as well as one (1) employee.
- Created and managed Help Desk operations. Managed as few as one (1) up to as many as nine (9) student employees (paid).
- Provided training to Office Staff, as well as other adults and students, with regard to software including, but not limited to, MS Office Suite applications, Network Software and storage, Cloud Computing (storage), Adobe software (Reader, Pro).
- Created and maintained Technology Support web site (<http://rep768.wix.com/alittlelater>)
- Certified Test Administrator for VUE (i.e., eligible to offer testing for MS Certifications)
- Created RFP when replacing Lucent System 25 phone system. Responsible for contacting potential vendors, setting up meetings with vendors and parties at school, offering input into final decision for replacement, setting up training for all employees with regard to implementation of new system, as well as certifying to manage and operate selected system and switch (Meridian 6.1). Scheduled and/or managed upgrades to switch. Trained technology department in use of IP Telephony (VoIP). Responsible for all system repairs, designated as necessary. Created user friendly documentation, records and user guides for system.
- Managed all aspects of Human Resources to include, but not limited to: created electronic copies of employee handbook, fingerprinted and ran background checks on all new employees, hired and/or let go staff members, created all employee material and brochures for hiring packets, managed all employee issues with insurance company, Customer Services and Support.
- Administrative Assistant to Treasurer, Business Manager, Plant Manager, Financial Aid Director, Summer Programs Director and Project Manager. Prioritized and provided clerical assistance to all positions at same time. Provided software training to all administrative offices as school migrated from DOS to Microsoft GUI Interface. Provided back-up services for all campus offices to include, but not limited to, Post Office, Accounts Payable, Accounts Receivable, School Main Receptionist, Headmaster Administrative Assistant, Admission's Office Receptionist, Administrative

Assistant to Director of Alumni Services, etc., Purchasing/Requisition's Manager for all campus offices, in charge of all copier repairs/replacements, Network Administrator (Novell 4.1), Customer Services and Support.

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

MEMBERSHIPS

AFCEA International

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

MS Office Suite • MS Publisher • MS Front Page • MS Access • NVU • Paint • Adobe Reader • Adobe Acrobat Pro •
 Windows Movie Maker 2.6 • Google Apps • Graphic Design • Graphic Layout • Window v3-10 • Mac OSX • Mac iOS •
 Linux OS • Enterprise Server • Web Services

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