

# ROBIN PERALTA, M.ED.

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## EDUCATION

**M.Ed.** Mason University, 2013

*Graduated Cum Laude | Golden Key International Honor Society Member*

**B.S.**, Computer Networking, Strayer University, 2001

## PROFESSIONAL EXPERIENCE

**Islamic Saudi Academy**, Alexandria, VA

2015 – 2016

### ***Director of IT***

Directed, coordinated and troubleshoot technology based services (software), as well as personal computers. Responsible for ticket system. Worked to implement forms of IT in classrooms. Manage workshop training for Office Products and other software for school use. schedules in an effort to introduce technology into the mainstream of the school. Directed and evaluated the operations and activities related to technology including district wide network; purchase, lease, installation, repair and use of electronic equipment (both hardware and software). Developed creative solutions pertaining to technology challenges despite minimal resources. Create resource materials. Configure BYOD devices for WLAN network implemented 1/4/16. Managed one subordinate (IT Manager).

**Episcopal High School**, Alexandria, VA

1991 – 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; developing and maintaining repair database in Access and ticketing system in School Dude; servicing all student and faculty school laptops/tablets by troubleshooting conflicts with hardware and software issues; replacing warrantied and insured parts and rebuilding entire computers when necessary; ordering replacement parts; providing backup help-desk support for faculty; hiring, training and managing in-house helpdesk student staff; creating training manuals and documentation.

### ***Teaching Staff*** (2000-2014):

- Taught A+ Certification Course
- Taught 4-5week 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.

### ***Additional Duties:***

- Created/maintained Technology Support pages on Episcopal High School website
- VUE office and test administrator

### ***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.

#### **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

#### **TECHNICAL SKILLS**

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 • PC and Printer Troubleshooting • Basic Networking Troubleshooting (primarily Novell) • Resolving hardware and software troubleshooting issues • Virus Repair • minimal registry repair • creating and reimaging computer hard drives • computer deployment and training