

# Katrina Rochelle Hicks

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## OBJECTIVE

Seeking a position in which my years of experience in management and leadership, and my newly learned skills in computer programming may be utilized in the field of web design and development.

## PROFILE

Beginning a new career in the field of web design and development. I eagerly await the opportunity to demonstrate the skills I have learned. Always willing to teach and be taught; lead and be led; to speak and to hear. Flexible and versatile – able to maintain calmness under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. A lifelong learner who is ready to apply her newly learned computer programming skills.

## PROFESSIONAL SKILLS

JavaScript  
HTML  
CSS  
SASS  
React

MYSQL System  
Mongo DB  
Node JS  
Figma  
Balsamiq

Express JS  
Github  
Microsoft Office Suite  
Google Suite  
Lead Planner

Program Evaluator  
System Process  
Scheduling  
Budget Management  
Staff Evaluations

## PROFESSIONAL EXPERIENCES

### FREELANCE WEB DEVELOPER

NOVEMBER 2020

- ♦ Created and deployed websites
- ♦ Created projects and uploaded them to Github
- ♦ Improved coding techniques and added additional skills through use of Udemmy courses.

### STUDENT SUPPORT COORDINATOR

2019-2020

#### CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT

- ♦ Created Individual Educational Plans (IEP) for non-public school students.
- ♦ Responsible for inputting information in Education Management Information System (EMIS).
- ♦ Held meetings with non-public school district personnel and parents.

### PRINCIPAL

#### GEARITY SCHOOL

2014-2019

#### CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT

### PRINCIPAL

#### H. B. BOOKER SCHOOL

2010-2014

### PRINCIPAL

#### GRACEMOUNT SCHOOL

2003-2010

#### CLEVELAND METROPOLITAN SCHOOL DISTRICT

- ♦ Led staff in implementing \$475,000.00 Ohio Straight-A DigiLit Grant.
- ♦ Supervised and evaluated teaching and non-teaching staff.
- ♦ Maintained accurate balance of school budget by authorizing expenditures and requisitions.
- ♦ Introduced and implemented “Tynker” – a coding program for first through sixth grade students.

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- ◆ Led monthly staff, weekly team and monthly union/administration meetings.
- ◆ Created a safe and nurturing environment which decreased yearly serious incidents from 25 to 9.
- ◆ Created and inputted schedules for students and teaching staff.
- ◆ Was a change agent in reorganizing school from a K-5 building to a K-8 building.
- ◆ Led the charge in successfully closing and ending the legacy of Gracemount School.

**ASSISTANT PRINCIPAL** **GRACEMOUNT SCHOOL** **2001-2003**  
**CLEVELAND METROPOLITAN SCHOOL DISTRICT**

- ◆ Assisted principal with the overall running of the building.
- ◆ Worked directly with fourth grade teachers to improve test scores.
- ◆ Immediate supervisor of fourth and fifth grade teachers and lunchroom and food service staff.

**TEACHER** **EMILE B. DESAUZE ELEMENTARY SCHOOL** **1993-2001**  
**CLEVELAND METROPOLITAN SCHOOL DISTRICT**

- ◆ Instructed first and fourth grade students in English Language Arts, Mathematics, Science and Social Studies.
- ◆ Communicated with parents through daily/weekly home to school folders.
- ◆ Served as grade level team leader for three years.
- ◆ Trained as TEEM (Teacher Enhancement of Elementary Mathematics) Leader for the school.

## EDUCATION

**FULL STACK CODING WEB DEVELOPMENT BOOT CAMP** **NOVEMBER 2020**  
**CASE WESTERN RESERVE UNIVERSITY**  
**THE LAURA AND ALVIN SIEGAL LIFELONG LEARNING PROGRAM**

**MASTER OF SCIENCE IN EDUCATIONAL ADMINISTRATION** **JUNE 2001**  
**CLEVELAND STATE UNIVERSITY**

- ◆ Dean's List 5 out of 6 semesters
- ◆ 3.26 GPA

**BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION** **JUNE 1993**  
**CLEVELAND STATE UNIVERSITY**

- ◆ Dean's List 12/15 quarters
- ◆ Cum Laude
- ◆ 3.54 GPA

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## REFERENCES

Karen Liddell-Anderson  
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