Joshua Cook

| 📱 678-733-5728 | 🏠5314 Clarks Bridge Road, Gainesville, Georgia 30506 | ✉ joshua.cook@emory.edu
|https://www.jlc-resume.xyz/ (cloud/code/technical, hosted on AWS)

Skills

Technical Skills: Google Drive, Microsoft Office, GitHub, CI/CD, Python, Java, HTML & CSS, AWS, Excel, SQL
Data Analysis: Data Management, Data Analysis, Data Compliance, Database Management, Data Cleaning
Communication: Business Writing, Technical Writing, Presentation Design, End-to-End Customer Support, Outlook
IT Collaboration: ServiceNow IT Support, IT Administration for ExamSoft, NBME, and Aquifer
Education: Curriculum Design, Lesson Planning, Academic Writing, Staff Training
Additional: Government Policy Implementation, Sales, Research, Invoicing, Financial management, Bookkeeping

Experience

Assessment Coordinator/Analyst   **Emory School of Medicine**   *Atlanta, GA, US*   **06/2023 - Present**

- Managed MD program assessment, including exam creation and support for platforms like ExamSoft, NBME, and Aquifer.
- Excel spreadsheet assessment Data management, Data analysis, Financial operations, Accounts payable, Asset procurement
- Collaborated with IT for smooth exam administration, addressing technical issues and managing schedules using ServiceNow IT support.
- Served as the Interprofessional Education (IPE) program liaison, updating course catalog descriptions and contributing to medical education events.

Teacher/SPED/AP   **Gwinnett County Public Schools**   *Suwanee, GA, US*   **05/2019 - 05/2023**

- AP World History teacher, led the World History content team for test creation, remediation, and data analysis.
- Special Education teacher and Case Manager, managed IEPs with data-driven goals, conducted meetings with students, teachers, and parents.

Advanced Placement Tutor   **Varsity Tutors**   *Saint Louis, MO, US*   **02/2020 - Present**

- Led the design and implementation of student success plans for various advanced level courses.
- Tailored lessons to improve student achievement and prepare them for AP exams.

Lead Educator   **Gwinnett Environmental Heritage Center**   *Buford, GA, US* **07/2018 - Summer**

- Implemented dynamic lessons integrating STEM and humanities to enrich student learning.
- Led presentations of the museum, showcasing green building design.

Teacher, Intern   **Gwinnett County Public Schools**   *Lawrenceville, GA, USA*   **07/2018 - 05/2019**

- Completed teacher practicum and EDTPA. Hired at the school in which I interned.

Education

Bachelor of Arts   **University of North Georgia**   *Dahlonega, GA, USA*   **08/2014 - 05/2019**

- Dual major in History and Education, Honors graduate, 3.5 GPA

Degree of Applied Sciences   **Gwinnett Technical College**   *Lawrenceville, GA, USA*   **01/2024- 07/2025**
- Computer Science/Cybersecurity Degree/Networking Specialist Degree, 4.0 GPA

Projects

- AP Abbreviated: World History textbook for the AP World History: Modern course, making the course more accessible to teachers and students. AP Abbreviated: World History

Mentorship

- Head Lacrosse, Flag Football, and Tennis coach: Planned practices, scheduled games, and led students to compete at the varsity level.

Others

- **Phi Alpha Theta**: History honors society dedicated to research and publishing.
- Gifted Endorsement: Masters degree level course on teaching students who have been labeled "gifted". Issued in 2021.
- AWS Cloud practitioner: Certified Cloud Practitioner. Certified Solution Architect. Completed the Cloud Resume Challenge.
- AP Abbreviated: A textbook I wrote for the Advanced Placement World History: Modern course I teach. AP Abbreviated