**Ryan Jorawar**

**Bronx, New York**

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[**MrRyanSIELP@gmail.com**](mailto:MrRyanSIELP@gmail.com)

[**Ryan Jorawar’s ePortfolio**](https://bcc-cuny.digication.com/ITTSUPERVISOR/How_it_all_started/)[**Ryan Jorawar’s Linked In Page**](http://www.linkedin.com/in/ryanjorawar/)

**Description:**

A honest, confident, hardworking leader; a person of keen judgment with an elaborate record of integrity and dependability, poised to leverage education and experience toward expanding and furthering a successful career in the field of education, technology, organizational design, and supervising. An articulate team player committed to supporting organizational objectives, goals, and the advancement of each. An employee that demonstrates leadership skills with proven abilities to motivate and mentor students, co-workers, and faculty/staff members alike at various learning levels/styles. I excel at technology and multitasking in a fast-paced environment, completing projects within the allotted time is a must, and have incurred about eight years of expertise at Bronx Community College.

**Objective:** To obtain ….

**Skills:**

•Level III Certified Master Tutor (CRLA)  
•Teaching

•Higher Education

•Curriculum Development

•Curriculum Design

•Research

•Public Speaking

•Tutoring

•Time/Classroom Management

•Educational Technology

•Staff Development

•Editing

•Instructional Design

•E-Learning

•Lecturing

•Adult Education

•Educational Leadership

•Vocabulary Development

•Test Preparation

•Supervising Others

•Implementing/Developing Technology

•Hands-on Training

•Microsoft Suite

•Smart Board

•Blackboard 6.0/8.0/9.1

•CUNY Portal

•Audacity

•Cam Studio

•Cute PDF

•Primo PDF

•Any Video Converter

•Voice Thread

•Scribblar

•Pbworks

•Distance Learning

•Digication/ePortfolio

•Hybrid Courses

•Asynchronous Courses

•Web-enhanced Courses

•Organizational Design/Development

•OSSES

•CUNYfirst

•Youth Mentoring

•Peer Mentoring

•Mentoring Of Staff

•WPM 55

•GPA 3.709 (BCC) and currently 3.646 (Lehman College)

**Education:**

Lehman College

250 Bedford Park Boulevard West

Bronx, NY 10468

\*Masters in Early Childhood Education: Granted (2014)

\*GPA currently 3.646

Bronx Community College

2155 University Avenue

Bronx, New York 10453

\*Certificate in Special Needs: Granted (2010)

\*Associate Degree in Education: Granted (2010)

\*GPA 3.709   
  
Monroe College

2501 Jerome Avenue

Bronx, N.Y. 10468

\*Bachelors Degree in Business Administration: Granted (01/04)

Monroe College

2501 Jerome Avenue

Bronx, N.Y. 10468

\*Associate Degree in Business Management: Granted (12/02)

**Job Experience:**

**Administrative Adjunct/Coordinator of Reading Department's Tutorial Program (From 04/2013 – 06/2013)**Bronx Community College

2155 University Avenue

Bronx, New York 10453

Reading & Education Department  
-Enable the Education & Reading Department to set up a viable long-term operational format for an academically diverse reading and education tutorial program and services  
-Collaborate with Dr. Wilson (Education & Reading Department Chair), Dr. Cukras (Faculty Tutorial Program Coordinator), and Faculty members within the department to collect and collate data which can be analyzed and systematically interpreted in order to improve learning and instruction  
-Collaborate with Professor Sanchez (Former Senior Computer Lab Technician of Reading Lab, CO 404) for assistance regarding last year's inventory and the associated lists  
-Collaborate with Charlton Christian (Property Manager) regarding annual inventory of all technological devices within the Education & Reading Department  
-Collaborate with Mr. Hugh Keizs (CLT/Lab Supervisor, CO 404), Bubacarr Bah (Tutor Supervisor/Reading Lab Assistant, CO 404) and Thelma Carmona (Information Technology Department) regarding obtaining images and ordering equipment for the department and the faculty therein

**Adjunct Lecturer (From 01/10 – 12/13)**

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Reading & Education Department

-Develop student's reading and learning strategies essential for analytical and critical reading  
-Encourage students to view reading as a thinking process  
-Assist students in developing into successful independent learners who can cope with the demands of college level courses and transfer study strategies to these courses  
-Improve students' comprehension strategies involving analytical and critical thinking, vocabulary development, study skills and test-taking techniques designed to prepare students for the College’s qualifying examinations: the Reading ACT and the College Proficiency Examination  
-Students will apply learning strategies to expository, augmentative, and narrative materials and emphasis will be placed on the students’ ability to organize and write structured essays in response to exam questions  
-By reading, discussing and writing about these core materials, students will increase their general background knowledge as well as their spoken and written language competence   
-Collaborate learning groups with small and large group discussions will be utilized.

\*Students will be required to use basic computer and library skills for writing and presenting projects

**ITT Supervisor (From 01/10 – 12/2013)**

Bronx Community College

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Bronx, New York 10453

-Supervise all ITT's (Instructional Technology Tutors, 22) & 5-7 Work Study students  
-Train ITT's with all technological aspects of CUNY Portal, Blackboard's Control Panel, Student/Faculty e-mail, Digication/E-Portfolio, Smart Board, CUNYfirst, OSSES, Webcams, Digital Printers, C.O.W.'s (Computer on Wheels), Overhead Projectors, iPads, etc.   
-Collaborate with individual immediate faculty supervisors of ITT's and OIT Operations Manager (Mr. Bill Brennan) with scheduling/assistance/training regarding their courses/sections each semester   
-Collaborate with Dr. J. Juechter (Institutional Advancement/Tutor Certification & Standardization/Director of Perkins Tutoring Center) and Office Manager to J. Juechter (Mr. Dean Hilmi) regarding forward movement of uncertified (CRLA, College Reading and Learning Association) tutors   
-Aggregate ITT Bi-weekly Activity Reports and collaborate with OIT (Office of Instructional Technology) throughout the semester   
-Submit reports bi-weekly to Director of OIT (Stephen Powers, Ph. D.) for future funding of the ITT Program   
-Supervise and train Federal Work Study students (usually 4-6 students majoring in Education per semester) with the above mentioned technological equipment and applications   
-Fill out and submit bi-weekly timesheets for each FWS student.

-Collaborate with College Work Study Department (CO 527/502A).

-Continually update my "ITT SUPERVISOR" ePortfolio and the "ITT INFO. TAB" therein where ITTs can access needed information throughout the semester such as Proper Etiquette, RF (Research Foundation) & CUNY Timesheet Instructions, Blank ITT Bi-weekly Activity Reports, and associated Power Points for the above

**Teaching Assistant/Technical Assistant/Level III Certified Master Tutor (From 10/07 - 01/10)**

Bronx Community College

2155 University Avenue

Bronx, New York 10453

-Facilitate many professors in the Reading/Education Department with all aspects of Smart Board

-Facilitate professors/students with all complicatedness of CUNY Portal and Blackboard

-Facilitate students with reading and education assignments

-Facilitate students with tutoring for EDU 10, 12, 16, 26, 30, 31, 40, 50 & RDL 01, 02, 21 & LTL (Learning to Learn), including midterm and final reviews

**Lead Teacher/Teaching Assistant (seasonal position)**

Bronx Community College (S.I.E.L.P.)

West 181 Street & University Avenue

Bronx, New York 10453

-Give lectures as the Lead Teacher within the Summer Intensive English Language Program (SIELP)

-Correct and grade each class work and homework assignment daily

-Assist with all papers (4) and Reading & Writing Journal entries (26)

-Provide technical assistance within the computer lab (daily)

-Create and grade all quizzes (3) and tests (3) covered within the six week program

-Fill out all paperwork for each student within the class ensuring 1 ESL credit and 1 P.E. credit transfers to each passing student and their associated new high schools

-Report to Professor Shaddai (Director of SIELP at Bronx Community College's campus)

-Attend weekly staff meetings

**Organizational Designer (Summer 2010)**

Bronx Community College (S.I.E.L.P.)

2155 University Avenue

Bronx, New York 10453

-Designed a Blackboard course for BCC's Assistant Professor of Sociology (Jacqueline Polanco) over the course of a summer (SOC 11, 2010)  
-Added content within SOC 11 Online Course Shell which included documents such as Syllabi, Course Description, Course Schedule, and Course Agreement within the Course Information tab  
-With assistance from my Mentoring Professor (Stephen Powers, Ph. D.) created 4 complete modules which included content such as Chapters 1, 2, 4, and 12 weekly readings, Discussion Board assignments 1-5, Wiki tools, Surveys, and Interactive games based on each individual chapter within the Course Modules tab  
-Created Chapter 3 Vocabulary Test within the Assignments tab  
-Inputted 5 Discussion Board assignments which included "What Perspective Am I?", "Name that Sociologist", "Survey Tutor", "How Could It Happen Here", and " "Ready or Not Here Comes Life" interactive games/quizzes and linked them all to the text site/Online Learning Center within the External Links tab  
-Collaborated with Professor Polanco (Assistant Professor of Sociology at BCC) throughout every process over the summer of 2010  
-Reported directly to Mentoring Professor (Stephen Powers) and Former Director of OIT (Office of Instructional Technology, Howard Wach)

**Lab Supervisor (From 04/08 - 01/10)**

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-Assist professors as well as students with the many technological devices within ME 320's Computer Lab such as overhead projectors, printers, scanners, pc's, web cams, Com Webs, etc.

-Assist faculty and current students with computer applications such as Microsoft Word, Excel, WordPad, PowerPoint, Access, etc.

-Assist users within the lab with any technical problem that may arise

**Scholarships**

(1) Harry Lesser Memorial Foundation

(2) Bronx Rotary Club

(3) Annette Rickel Foundation

**References/Letters of Recommendations can be furnished by:**

Mentoring Professor/Director of [OIT-](mailto:OIT-Stephen.Powers@bcc.cuny.edu%20–%20(718)289-5469)[Stephen.Powers@bcc.cuny.edu](mailto:Stephen.Powers@bcc.cuny.edu) – (718)289-5469  
Manager of [OIT-Albert.Robinson@bcc.cuny.edu](mailto:OIT-Albert.Robinson@bcc.cuny.edu) - (718)289-3063/5075  
Operations Manager of [OIT-William.Brennan@bcc.cuny.edu](mailto:OIT-William.Brennan@bcc.cuny.edu) - (718)289-3036

Vice President of Academic Affairs/Former Director of OIT-

[Howard.Wach@bcc.cuny.edu](mailto:Howard.Wach@bcc.cuny.edu) – (718)289-5141  
Director of SIELP-[Jean.Shaddai@bcc.cuny.edu](mailto:Jean.Shaddai@bcc.cuny.edu) – (718)289-5231  
Reading Department Coordinator-[Grace.Cukras@bcc.cuny.edu](mailto:Grace.Cukras@bcc.cuny.edu) – (718)289-5679  
Education & Reading Department Deputy Chair/Former Education Department Coordinator-[Diane.D'Alessio@bcc.cuny.edu](mailto:Diane.Dalessio@bcc.cuny.edu) – (718)289-5687  
Education & Reading Department Chair-[Joan.Wilson@bcc.cuny.edu](mailto:Joan.Wilson@bcc.cuny.edu) – (718)289-5682

Institutional Advancement/Tutor Certification & Standardization/Director of Perkins Tutoring Center-[J.Juechter@bcc.cuny.edu](mailto:J.Juechter@bcc.cuny.edu) – (718)289-5901

Office Manager to J.Juechter-[Dean.Hilmi@bcc.cuny.edu](mailto:Dean.Hilmi@bcc.cuny.edu) – (718)289-5557

Director of Academic Computing-[Wanda.Santiago@bcc.cuny.edu](mailto:Wanda.Santiago@bcc.cuny.edu) – (718)289-5352  
Chief CLT (Computer Lab Technician)-[Albania.Nicasio@bcc.cuny.edu](mailto:Albania.Nicasio@bcc.cuny.edu) – (718)289-5349