

Systems Administrator Systems Administrator Livermore, CA Twenty years of professional experience in Christian ministry. Twenty years of professional experience in writing, editing, teaching, and management. Extensive cross-cultural experience (born and raised in Rio de Janeiro, Brazil; administered courses abroad). Fluent in Portuguese, competent in Spanish, reads Italian and French. Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings. Exceptional listener and communicator who effectively conveys information verbally and in writing. Key strengths and core competencies include: Formal training in theology and philosophy Writing and editing Project management and leadership Initiative and drive Organization and efficiency Collaboration Problem solving and analysis

Work Experience Systems Administrator Homewood Suites by Hilton - Oakland, CA 2018 to Present Front desk agent using On Q Property Management Maintenance Instructor SAT, ACT, SSAT and ISEE - Menlo Park, CA 2016 to 2018 Instructor for Academic Support/Enrichment: pinpointing a student's precise level of proficiency in reading, writing, math, science and critical thinking and to customize highly targeted lesson plans that target a student's zone of proximal development. Instructor for Struggling Learners: students with diagnosis like ADHD, Dyslexia, or Executive Functioning Disorder Instructor for Executive Functioning and Wordsmith Express Annunciation Cathedral - San Francisco, CA 2010 to 2015 Managed staff and office, produced financial reports, coordinated events, and organized maintenance schedules. Edited the monthly newsletter and wrote monthly articles for it. Developed and oversaw all cathedral communications, including writing and editing, in the form of letters, certificates, official records, and media (promotional materials both written and audiovisual). Coordinated the ordering and stocking of materials, selecting and negotiating with various vendors. Developed and maintained online schedules for all Cathedral events, coordinating and overseeing meetings and outreaches. Taught courses in history, theology, and philosophy. Provided pastoral counseling.

Associate Minister Christ Reformed Church - Anaheim, CA 2005 to 2010 Oversaw a team of 10 ministry workers, providing teaching, counseling, and project management. Wrote and delivered public speeches to a congregation of 400 people. Taught weekly courses in history, theology, and

philosophy. Provided pastoral counseling to the congregation, including personal development, crisis management, and pre-marital counseling. Developed and maintained the church's website, including writing and editing all of its materials. Implemented and organized weekly outreach activities. Teaching Assistant Claremont School of Theology - Claremont, CA March 2009 to May 2009 Taught weekly graduate courses in theology, history, philosophy. Administered exams and graded papers. Theological Editor and Curricula Developer The Centers for Apologetics Research - San Juan Capistrano, CA 1998 to 2005 Oversaw a team of several writers in five countries and edited all materials in English. Developed curricula for classes in theology, philosophy, and history, including writing and editing. Wrote articles in theology, history and philosophy which were published in 5 languages, including a 200-page syllabus in Portuguese for use in Brazil and Mozambique. Edited the publications of the theological departments in Russia, Ukraine, Hungary, and Latin America. Taught courses in theology, history and philosophy to religious leaders in Africa (Mozambique). Media Center Supervisor Biola University - Los Angeles, CA 1998 to 2001 Produced audio tapes for academic requirements and set up multimedia equipment for classes and auditorium presentations. Managed a team of student workers. Pastoral Assistant/Bookstore Worker Calvary Chapel Church - Lake Elsinore, CA 1996 to 1998 Taught weekly courses in history, theology, and philosophy. Controlled cash flow, ordered materials and promoted sales. Industrial Gases Transportation Manager White Martins - Rio de Janeiro, BR 1991 to 1994 Managed the purchasing department, developed financial reports. Education Ph.D. in (ABD), Philosophy of Religion and Theology Claremont Graduate University - Claremont, CA Theology Westminster Seminary California - Escondido, CA B.A. in Philosophy Biola University - Los Angeles, CA Additional Information Computer Skills Publishing: Microsoft Office Suite, Adobe Acrobat, Publisher Web: Basic HTML and CSS, Wordpress

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