

Erica Roberts

830 Napa Street
Carol Stream, IL 60188
630-258-9153
ericaroberts@mac.com
www.ericaroberts.net

Objective

To leverage my 10 years of experience as a public school technology administrator and educator to transition back to an industry based role that will allow me to utilize my attention to detail and enthusiasm for technology to contribute to the financial success of an organization.

Highlights and Accomplishments

- Develop and deliver formal and just-in-time technical professional development for employees from all levels throughout multiple organizations. Manage the implementation of the development life cycle for a large system development project.
- Perform integrated reviews of systems currently in use and under development and recommend changes to strengthen controls and improve procedures.
- Facilitate cross-functional teams in documenting and re-engineering of key business processes.
- Mentor and coach new classroom teachers.
- Administer the student information system.
- Identify design considerations for new Order Processing system during application reviews of Central Order Processing and Electronic Data Interchange (EDI) systems.
- Develop standards based curriculum and assessment tools and deliver classroom instruction for multiple grade levels and adult learners in multiple technology tools.
- Develop, maintain and manage the school informational website.
- Promote Google Apps for Education and other Web 2.0 tools for use by students and staff.
- Establish training, staffing and budget requirements for a major software implementation at 35 plant locations at a large manufacturing client.
- Collaborate with teachers to implement the use of technology in their classrooms.
- Implement project management principles to track the sale, design, manufacture, delivery and installation of multi-million dollar newspaper and commercial offset printing presses.
- Collaborate with Information Technology Services Coordinator to manage and maintain the network resources.

Employment History

Technology Curriculum Coordinator, Electives Team Lead, Administrative Intern, Young Women's Leadership Charter School; Chicago, IL 2012 to 2014

Technology Exploratory Teacher, Jefferson Junior High School; Woodridge, IL 2009 to 2012

Technology Facilitator, Springman Middle School; Glenview, IL 2008 to 2009

Technology Teacher; Westmont Junior High School; Westmont, IL 2005 to 2008

Creative (Customer Educator), Apple, Oakbrook, IL 2006 to 2009

Web Development and Business Programming Instructor, The Chubb Institute 1999 to 2003

Business System Analyst, Assistant Vice-President, FirstCard (Bank One) 1997 to 1999

Audit Manager, Assistant Vice-President, First Chicago/NBD (Bank One) 1996 to 1997

Audit Manager, Sears Merchandise Group 1993 to 1995

Senior Systems Consultant, Rockwell International – Graphics Systems Division (Goss Products) 1992 to 1993

Senior Consultant, Deloitte and Touche 1990 to 1992

Senior EDP Auditor, Ocean Spray Cranberries 1988 to 1990

Education, Certifications and Awards

National-Louis University, Wheaton, IL, Certification in Secondary Education

New York University, College of Arts and Sciences, Bachelor of Arts in Political Science/Computer Science

Certified in Integrated Resources Management (CIRM) – awarded 1993

Recipient of Rockwell International 1993 President's and Chairman's Team Awards

Workshops

"Programming With Scratch " - Illinois Education and Technology Conference, Illinois Computing Educators

"Google Earth " - Illinois Computing Educators

"Google Applications for Teachers" - Illinois Computing Educators