

PROFESSIONAL MISSION

Teacher, Coach, Photographer, Graphic-Designer and Organizational Multi-tasker with a love for technology and using it to accomplish a myriad of goals. I seek a position where I can grow professionally in an organization whose desire is to serve and train others.

EXPERIENCE**TRAINING ADMINISTRATOR, HR, CARDONE INDUSTRIES, PHILADELPHIA, PA - 2012-PRESENT**

- Responsibilities include
 - Maintenance and updating of Learning Management System for all locations (PA, TX, Mexico) & working on rollout of new systems.
 - Helping to create, produce, and issue new live and online courses and work with HR counterpart in Mexico for translations and releases of courses there
 - Rosetta Stone Administrator - managing licenses for company
 - HR SharePoint Administrator
 - HR Graphics Project, Monthly Wellness Newsletter, etc.
 - Member of Cross Functional Teams (Injury Reduction & Work Force Efficiency)
 - Help to create and collect various company surveys and present results.
 - Various other functions and assorted projects covering a multitude of areas, including handling unemployment claims.

EDUCATOR, PLUMSTEAD CHRISTIAN SCHOOL, PLUMSTEADVILLE, PA — 2005-2012

- Responsibilities include
 - Lead/Primary Computer Technology Instructor for grades 6-12.
 - Development & Instruction of Technology Class Curriculum
 - Classes included, Computer Concepts, Computer Applications, Intro to Multimedia(Photoshop, Flash, Video Editing), Photoshop I & II, Web Design I & II, Flash Animation and Scripting, Multimedia Presentations, Logic, Intro to Programming, Visual Basic
 - High School and Jr High Yearbook Advisor
 - Lead Photographer
 - Incorporating graphic design projects, layouts, team organization, etc.
 - Also create multimedia visual presentations (graduations, annual athletics awards banquet, etc)
 - Head Coach Varsity Girls Soccer Team & Head Coach Jr High Boys Soccer Team

PHOTOGRAPHER/GRAPHIC DESIGNER, OCEAN SKY, DOYLESTOWN, PA — 2005-PRESENT

- Owner/Photographer specializing in transforming ideas into memories
- Work includes but is not limited too:
 - High school senior photographs, christmas card photographs with custom designed cards, baby/children photography, family photography, multimedia visual slideshows, wedding photography, sports and action photography and touching up photographs (new and old)
 - Graphic design wedding elements, wedding invitations, business cards, brochures, birth announcements, custom photo cards, party invitations amongst other things.
 - Specialization in taking ideas and getting them from concept to the tangible.

ASSISTANT ATHLETIC DIRECTOR, CAIRN UNIVERSITY, LANGHORNE, PA — 2000-2005

- Responsibilities included
 - Intramural Director, Senior Woman Administrator (NCAA title),
 - Head Women's Soccer Coach.
 - During this time I was tasked with leading the effort to establish the women's soccer program from the foundation up
 - Summer camp program instructor
 - Head Instructor in charge of the soccer camps
 - Co-ordinated transportation and travel for all of the 12 NCAA Division III teams

EDUCATION/CERTIFICATIONS

Houghton College, Houghton, NY — B.S. in Elementary Education, Concentration in Psychology

Cairn University, Langhorne, PA — M.S. in Organizational Leadership

PA Professional Certificate K-6

Professional in Human Resources (PHR) and SHRM-Certified Professional (SHRM-CP)

SKILLS

Computer: Mac and PC, Software: Adobe Creative Suite (Photoshop, Illustrator, Premier, InDesign, etc.), LightRoom, Pages, Numbers, Keynote, Microsoft Office(Word, Excel, Publisher, PowerPoint, Access), Microsoft SharePoint, MultimediaFusion2, iMovie, ServiceNow Admin Training, etc. I enjoy the challenge of learning new programs and finding ways to teach them to others who need to work with them. If there are other programs to better accomplish a goal, I can accomplish it.