

Tom Burke

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WORK EXPERIENCE

Malden Catholic High School

Sept 2021 – Present

Digital Design & Music Teacher

Malden, MA

- Develop engaging curriculum for Digital Design and Music courses using instructional design principles and detailed lesson plans.
- Communicate design principles, elements, and techniques clearly and effectively to teach and guide students of all levels and backgrounds.
- Organize lesson plans, materials, syllabuses and daily duties using Notion and Google Classroom.
- Digital Design & Traditional Art design and art projects with Adobe Creative Cloud programs.
- Drumming, Piano & Music Theory, Music Production performance projects.
- Analyze, assess student performance data and implement lesson plan and communication improvements.

Waltham High School

Aug 2019 – Aug 2021

Graphic Communications Teacher & Print Shop Manager

Waltham, MA

- Develop curriculum for Graphic Communications Shop students involving Adobe programs and Print jobs.
- Communicate design principles, elements, and techniques clearly and effectively to teach and guide students of all levels and backgrounds.
- Manage, print, finish print jobs for Waltham High School and the town of Waltham.
- Taught Spanish speaking adult learners English night class during this time

Atlantic Retail

Dec 2018 – Aug 2019

Marketing Coordinator

Needham, MA

- Design, edit, and update a wide range of digital & print materials for the firm's brokerage including brochures, e-blasts, floor plans, aerials, and presentations.

Northeast Metro Tech High School

Feb 2017 – Jun 2018

Design & Visual Shop Teacher

Wakefield, MA

- Develop curriculum for Graphic Communications Shop students involving Adobe programs and Print jobs.
- Communicate design principles, elements, and techniques clearly and effectively to teach and guide students of all levels and backgrounds.
- Taught Design Course for summer school during this time

Transwestern

May 2014 – Mar 2016

Jr. Graphic Designer

Boston, MA

- Design, edit, and update a wide range of digital & print materials for the firm's brokerage including brochures, e-blasts (Constant Contact), floor plans, aerials, BOVs, OMs, and presentations.

Primary Design

May 2014 – Mar 2016

Digital/ Design Assistant

Haverhill, MA

- Update, edit, and design e-blasts, static and animated ads, and websites.
- Managed e-blasts with Constant Contact

EDUCATION

Google x Coursera

Feb 2025

Data Analytics Professional Certificate

Online

- Proficient in data analysis using SQL, R, and Tableau.
- Skilled in data cleaning, trend analysis, and visualization.
- Experience in end-to-end data analytics processes.

MIT x Great Learning

Dec 2024

Applied Data Science Program - Leveraging AI for Effective Decision-Making

Online

- Proficient in Python programming and statistical analysis for data science applications.
- Experienced in machine learning and deep learning techniques for complex problem-solving.
- Skilled in developing recommendation systems and applying AI for effective decision-making.

Springfield College

May 2013

Bachelor of Science, Graphic Design

Springfield, MA

- Adobe Creative Suite, Maya, Figure Drawing, Illustration, Painting, Sculpture courses.
- Member of the Baseball team.

TEACHING LICENSES & ENDORSEMENTS

- **Licenses:**
 - Visual Art K-8 (MA)
 - Visual Art 5-12 (MA)
 - Design & Visual Vocational (MA)
- **Endorsements:**
 - SEI

SKILLS

- **Tools:** Notion, Google Workspace, JIRA, Slack, Hubspot, Mailchimp, Constant Contact, GMass, ClickFunnels, Shopify, Hootsuite, Zoom, OBS, Miro, Hey Gen
- **Teaching:** Communication, Instructional Design, SAM, ADDIE, Leadership, People Management, Empathy, Patience
- **Data:** Data Analysis, Data Visualization, Machine Learning, Model Deployment, AI, Python, SQL, VS Code, Ollama, Excel, Tableau, Google Analytics, Meta Analytics
- **Creative:** Graphic Design, Animation, Illustration, Adobe Creative Suite, DAWs, Marketing
- **Soft Skills:** Organization, Problem-Solving, Time Management, Curiosity, Determination, Leadership

INTERESTS

- Education, Data Science, AI, baseball, coaching, drums, guitar, music production, animation