



Insight



Transformation



Integration

LEADERSHIP IN LEARNING & DEVELOPMENT

Nishimachi International School | Tokyo, Japan

Director of Digital Learning

August 2017 – July 2019

Educational leadership team member. IT department staff supervisor. Lead eight transformations of the school's digital ecosystem and was the audit and strategic planning chair in the creation of the school's Digital Learning Plan 2018-2022. Responsible for \$175,000 USD budget 2017-2019.

Insight: Leadership, Strategy and Communications

- **Lead eight major digital transformations/integrations within the school's digital ecosystem:** a full re-conceptualization of the school intranet site (Google Team Drives and Finalsites), daily staff notifications system (G Suite), classroom/parent communication platform (Seesaw), learning management system (Google Classroom), 1 to 1 device implementation (iPads/Macs), digital literacy scope and sequence KG-G9 (ISTE), instructional technology integration (Triple E/SAMR), and the selection, setup and implementation of a data dashboard (Learning Analytics Collaborative).

Transformation: Capacity Building and Resource Development

- Conducted a user needs analysis and **set the vision and lead the team to build a new staff intranet from scratch.** Developed all wireframes and created an interactive prototype. **Cut over \$15,000 in labor costs and dozens of training hours per year** by selecting and setting up a new back end file repository (Google Team Drives) that was familiar to all staff so content owners could update the intranet themselves versus requiring a third party web designer as in the past.
- Designed an internal platform and process for daily staff communication bulletins. It allowed use of images and video vs. text-only and empowered staff to contribute directly, **allowing Principals to reclaim 2-3 hours/week for other work.**
- Lead a Google Certified Educator course that netted 7 staff their Level I GCEs (21% of staff in under one year)
- Lead the transitions to Seesaw and Google Classroom as core Learning Management Systems resulting in **tighter and faster feedback loops, greater community satisfaction and improved instruction/communication quality and consistency.**

Integration: Ecosystem Design, Hardware and Software

- Lead the transition to cloud based storage and sharing. Eliminated need for a fileserver, VPN and staff maintenance **saving over \$4000 USD the first year while allowing for @100 percent uptime/access** and vastly expanded levels of collaboration.
- **Estimated, scoped, and then created and lead** the NIS Connected Learning Program (1:1 program). Providing dedicated devices for KG-G9 removed bottlenecks and allowed us to organize system structures to drive quality via personalization.
- ICT committee **leader in selection, set up, implementation and training of a digital analytics data dashboard** to expand our capacity to harness, visualize and share data across the school. Data digitization efforts reduced error prone transcription & interpretation and made **data-driven transformation and personalization of student learning** the new normal.

Bonn International School | Bonn, Germany

Technology Coach (Whole School)

August 2014 – June 2017

Subject Leader (Digital Learning) overseeing the BIS Technology vision, 5-year IT plan, 1:1 laptop / iPad / BYOD programs for KG-12 IB World school with 150 staff, 700 students and over 1200 Macs and iPads. Co-manager of ICT staff along with the ICT Manager and Director. Chair of the Technology Advisory Committee.

RESULTS: Insight, Transformation and Integration

- Initiated data driven accountability: **Led shift towards service-oriented problem solving** among ICT staff.
- Deployed Google Analytics: Leveraged data and **largest surveys of staff and students in history**.
- Cost cutting: Avoided €25,000 in capital expenses by custom designing and **building iPad storage** from spare.
- **Redesigned and built a new staff portal in Google sites**: Empowered users via redesign for usability and accessibility.
- Business development: Creative media & **drone photography** in support of marketing to prospective families.
- **Created a PYP IT curriculum** for Early Learning - G5: Core IT systems, safety, skills and problem solving.
- Introduced sports/event livecasting: First ever **student led** livecasts and drone videography.
- Created and launched **first ever student network/website**: Featured news & sports, for/by students.

International School of Tanganyika | Dar es Salaam, Tanzania

Technology Integration Specialist / IT Teacher

July 2011 – July 2013

Provided training, resources and computer support to 1200 teachers and students at a top tier IB School.

Created designitself.com, an award-winning STEM skills focused IT course for middle schoolers. Organized and managed IST's first student lead IT tech internship program.

Hanoi International School | Hanoi, Vietnam

IT Teacher & Integrationist

October 2007 – June 2011

Taught PYP and IGCSE Technology. Provided PC/Windows training, resources and support to 400 students and staff at an IB International School. Collaborated with and trained teachers during curricular transition to PYP program. Co-creator of a three-year Technology Plan. Co-lead the implementation of Moodle and Google Apps for Education.

New York City Public Schools | New York City, New York

IT Teacher / Special Education Coordinator

September 2005 – June 2007

Provided push-in/pull-out support to Special Education students and developed and maintained their IEPs. Taught Grade 6-8 Technology. Fundraising and grants: Renaissance Learning, AmeriCorps and Syracuse University grant awards. Organized and managed MS324's first after-school robotics program. Built IT courses for mainstream and developmentally disabled students.

United States Peace Corps | Kyzylorda, Kazakhstan

Economic Development Volunteer

June 2001 – June 2003

Taught courses in Information Systems, Computer Applications and Business English at Korkyt-Ata State University.

Coached and sponsored six students who went on to win scholarships through the ACCELS program. Trained over 250 students on basic email, search and publishing technologies. Wrote grants (largest grant obtained: \$10k) and solicited businesses for in-kind support for local NGOs.

BUSINESS DEVELOPMENT / EXECUTIVE COMMUNICATIONS

MTV Music Television | New York City, New York

Assistant to the Vice President of Production

January 2005 – May 2005

Executive assistant to the Senior Vice President of Production for MTV networks. Created presentations, wrote correspondence and edited internal communications of MTV staff, contractors and interns.

@ Capital Group | Los Angeles, California

Assistant to the Chairman

November 2004 – January 2005

Executive Assistant to the Chairman of the Capital Guardian Trust Company Personal Investment Management division.

LaserFiche Software | Los Angeles, California

Writer

September 2003 – October 2004

Wrote position papers, proposals and executive speeches and managed simultaneous communication support to Vice Presidents. Travelled to client sites, performed best practice audits and created an intranet for marketing materials and business intelligence.

The Dow Chemical Company | Midland, Michigan

Marketing Communications Intern

September 2000 – April 2001

Wrote and presented a case study identifying issues and opportunities facing Dow's dry cleaning solvents business. (GCO)
Coordinated a team of Customer Interface and IT experts to redesign the GCO web strategy; and my report was then shared across multiple businesses due to timeliness and interest among Dow employees.

Assistant to the Head of Executive Communications

April 2000 – September 2000

Researched, edited and contributed to speeches and communications written for Dow's Chief Executive Officer. Compiled and edited the 2000 Annual Shareholder's Meeting executive briefing book. Initiated a Six-Sigma improvement to the Dow Public Affairs Global Press Release system.

Interstate Sales | Farmington Hills, Michigan

Outside Sales Representative

January 1997 – March 2000

Responsible for 150 client accounts with sales of over \$1 million/year in Michigan territory. Co-managed sales office and warehouse staff of four employees. Implemented IT hardware/software solutions improving order entry, shipping/tracking accuracy.

Midland Compounding | Midland, Michigan

Assistant to the CEO

June 1995 – November 1996

Conducted extensive research in support of the company's patent applications. Designed the company's first website and print marketing collateral. Created a computerized product-labelling system connecting shipping with inventory.

State Representative Jessie Dalman | Lansing, Michigan

Legislative Assistant

November 1993 – April 1994

Researched, analysed and prioritized political data and documents, wrote reports and routed public inquiries. Planned and coordinated events, proofread legislative drafts, compiled issue briefs and wrote correspondence.

EDUCATION

City University of New York (CUNY)

New York, NY

Master of Science, July 2007 (3.709 GPA)

Degree: Education. Teaching Students with Disabilities

Michigan State University (MSU)

East Lansing, MI

Bachelor of Arts, December 1996 (3.297 GPA)

Degree: Interdisciplinary Studies in Economics & Political Science

CERTIFICATIONS & CONSULTANCIES

Certifications:

Google Certified Trainer achieved: 2016

Google Certified Educator Level I & II achieved: 2015

Consultancies

Anh Minh International Training Consultancy (AITC) Hanoi, Vietnam. Information Search and Storage: Concepts and Strategies.
FPT University, multiple dates, 2007

Volunteer copywriting:

The Taproot Foundation (multiple projects 2006 - 2007)