Rebecca Brown
becbrown00@yahoo.com

To Whom It May Concern:

As an experienced technology instructor I have dedicated my time to meeting the technology needs of my students. I would bring to the district a high degree of instructional technology abilities, the aptitude to differentiate and commitment to raise achievement. I hold a Master's Degree in Elementary Education, a Bachelor's degree in Graphic Design, as well as more than 7 years of experience as an technology educator. I am confident that my work in the field of technology education and my enthusiasm for integrating technology and information literacy into all curriculums will make me a valuable member of your team.

The enclosed resume is just a glimpse of my career accomplishments. It's hard to show you on paper my passion, forward thinking and drive. I am constantly reading, taking advantage of any professional development and thinking of new ways to bring technology into my school. I've always made an extra effort to reach out to other schools and organizations for guidance, suggestions and best practices. Every school year I push myself to create a more robust, 21st century environment, for my students, so they can be successful inside and outside school.

One of my greatest strengths is maintaining a well-organized classroom, library and or media center that enables students to come in and be engaged. I am particularly intrigued by the prospect of curriculum development at both the building and district levels and participating in afterschool actives, such at school newspaper, photography and robotics club. In my spare time I volunteer at the Free Library of Philadelphia shelving books, being a clerical aide and helping customers prepare resumes, establishing email accounts and navigating the Internet. I have also been taking classes at WHYY to learn about documentary film making and editing.

I welcome the opportunity to meet with you to discuss my extensive media, technology and classroom skills and how they would benefit the district. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Rebecca Brown

DEGREES

M.Ed. Degree in Elementary Education
University of Massachusetts Boston, May 2004

B.A. Degree in Graphic Design
Curry College, May 1997

CERTIFICATIONS

Pennsylvania Instructional II Educational Certification in,
- Bus-Computer-Info Tech K-12
- Library Science K-12
- Elementary K-6

SOFTWARE EXPERIENCE

Adobe - Captivate, PhotoShop, Acrobat, Illustrator, Fireworks, DreamWeaver, GoLive, InDesign, Flash
Microsoft - Word, PowerPoint, Excel, Publisher, Movie Maker, Outlook, Access
Other – Web 2.0 applications, PowerSchool, iMovie, Alice 2.0, Google Docs/Apps, CSS, HTML

VOLUNTEER EXPERIENCE

Free Library of Philadelphia
Volunteer
- Volunteer in a computer lab with library customers preparing resumes, establishing email accounts, and navigating the Internet
- Assist senior citizen customers with computer familiarity assistance

TEACHING EXPERIENCE

Mariana Bracetti Academy Charter School
Philadelphia, PA, 8/06 – 6/07 & 1/09 – present
Middle and High School Technology Teacher
- Teach basic computer skills such as typing, Microsoft Office Suite, internet research, Digital Photography, Computer Animation, Graphic Design and Web Design to grades 6-12
- Work as an after school tutor to help students incorporate technology into their assignments
- Collaborate with teachers to integrate technology into current curriculum
- Revitalize Scope and Sequence for technology courses
- Mentor to new teachers and those who are on an improvement plan
- Launched and maintain a quarterly newsletter, for each grade level, which showcases student work and achievements
- Streamline Middle and High School transcript and report cards using PowerSchool / Object Reports
- Supervised and guided an 8th grade group to help at a homeless shelter
- Created a 25 minute Class of 2013 video, which was played at graduation
- Produced and edited fliers and permission slips for all school field trips
- Designed 8th and 12th grade graduation invitations, tickets and reception booklets
- Maintained, updated and edited schools website
- Captured photos and videos of school events and posted them to our social media sites
- Involved in after school Robotics and Photography club

Curley K-8 School
Boston, MA, 9/04 – 6/06
Middle School Technology Education Teacher
- Taught basic computer skills to grades 6-8
- Collaborated with teachers to integrate technology into current curriculum
- Maintained technology in the school
- Participated in Technology Goes Home program endorsed by Mayor Manino, an evening technology training program, serving inner-city families

Cambridgeport Elementary School
Cambridge, MA, 9/02 – 8/04
Assistant Teacher / Student Teacher
- Co-Taught 3rd grade
- Developed and implemented lesson plans and activities on weekly bases
- Assisted teacher with Readers and Writers Workshop
- Assembled classroom materials, issued assignments, assisted students with class work
- Supervised and worked with students in computer lab and library

PROFESSIONAL EXPERIENCE

CyberCamps
Boston, Baltimore & Philadelphia - summers of 2004 - 2007
Camp Director
- In charge of operation, administrative duties and overall quality control of the camp
- Training staff up to 50 on all aspects of camp
- Supervised up to 8 camp staff
- Ensured child safety, coordinated camp activities, created and update curriculum and made sure camp was fun for everyone
- Oversaw networking of computer lab, updated and troubleshot software and hardware
- Participated in camp fairs during the off season to promote and recruit the camp

Toll Brothers, Inc.
Horsham, PA, 8/07 – 11/08
Instructional Designer and IT Software Trainer
- Integrated ADDIE model to design, develop and deliver technical training using a variety of delivery mediums
- Designed "Tip of the Week" e-mails and video demonstrations that were published company wide
- Reviewed written procedures to ensure accuracy from a user standpoint
- Conducted weekly New Employee Orientation to introduce new employees to the company's network, intranet, white pages and e-mail system
- Evaluated the needs of end users after they had been trained for future course development