

Jennifer R. Hill



12738 Tropic Drive North, Jacksonville, Florida 32225

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PROFESSIONAL OBJECTIVE

Training and leadership position which emphasizes my ability to utilize technology to create training materials that benefit students, faculty and community.

EDUCATION

BA, Business Management, *College of New Jersey*, 1997 - 3.0 G.P.A.

MA, Elementary Education, *University of St. Francis*, 2007 - 3.91 G.P.A.

Standard K-9 Certificate Illinois and Florida

RELATED EXPERIENCE

Instructional Technologist, DCPS, August 2004 – Present

Instructor of technology for grades K - 5. Extensive use of Integrated Learning Software and Microsoft Office Suite. Cultivate entire Technology curriculum to enable students to acquire learning standards set forth by Duval County school district and INETS. Collaborate with parents, teachers and administrators as necessary to ensure the highest quality of education in technology. Assist Principal in **purchasing** and **budgeting** for school technology needs. Provide **professional development** training in technology for faculty.

Technical Writer, Emtec, October 2006 – April 2007

Create Teacher Laptop training module for deployment of new laptops to DCPS. Conduct train-the-trainer session. Train teachers on use of laptops and software.

Technical Writer, National Computer Services, February 2003 – May 2006

Edit, create and expand PassPort Software training documentation for Smurfit-Stone Container Corporation – IT Division making text user friendly and available for Web applications. Initiate e-learning solutions for PassPort Implementation Team. Communicated with SMEs to create new processes. Develop processes while working in PassPort to ensure accuracy. Implement training surveys providing feedback to trainers and management on strengths and weaknesses. Logged, tested and researched PassPort Software issues in Remedy.

Teacher Candidate, Coal City Elementary, August 2002 - December 2002

Maintained classroom environment via Fred Jones method of classroom management. Cultivated entire Third grade curriculum to enable students to acquire learning standards set forth by the school district and the State of Illinois. Created and carried out informational thematic unit based on animals. Communicated with parents, teachers and administrators as necessary to ensure the highest quality of education.

SELECTED ACCOMPLISHMENTS

Television Production Teacher, April 2005 - Present



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Maintain and upgrade studio valued at over \$12,000 to produce award-winning daily news show on closed circuit with a student crew of 21 students.

Jacksonville Beach Elementary Teacher of the Year, October 2007

Technology Committee Chair, August 2005 - Present

Lead grade-level representatives in technology initiatives, innovations and solutions for Jacksonville Beach Elementary School.

Member International Technology in Education, September 2005 - Present

Accelerated Response System Award, November 2007

\$2,000 award of Click 2 Know response system for entire classroom.

IBM Grant, October 2007

\$8,600 worth of equipment for Little Tykes Learning Systems for kindergarten.

First Baptist Ministry Pre-school, March 2007

Personal donation of equipment, software, installation and training of staff at a preschool technology lab.

Best Buy Teach Award Grant, November 2005

\$2,500 Grant for innovative use of Technology in the Classroom.

Anne Guttentag Memorial Award, May 1997

Awarded for excellence in the dedication to entrepreneurial endeavors.

Leader, Girl Scout Association of America, 1991 - Present

Designed leadership of all activities within the troop following guidelines set forth by the Girl Scout Association as cultivated by girls within the troop. This includes troop trips, arts and crafts, fund-raisers.

COMPUTER SKILLS

Accelerated Reader, Adobe Acrobat, AIDE, Classworks, Crystal Reports, Excent, Encore, Exam View, Genesis, Grade Quick, Internet Explorer, Managesoft, Microsoft Office Suite, NetMeeting, NetTrekker, Opac/Follett, Outlook, PassPort, Pearson Successnet, Riverdeep, Remedy, SnagIt, Star Reader, Trend Office Scan, Visio, Visual Casal, Widows Media Player, Windows Server 2003, Networking, Training Tools, e-learning Solutions, basic maintenance and troubleshooting of hardware and software issues on all Windows Operating Systems.

