

LYNNE M. BAILEY

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HIGHLIGHTS

- Certified NYS Technology Teacher with three years' experience teaching in New York City schools.
- Professional development trainer in Science and Technology.
- Accomplished document designer and computer presentation graphics specialist.
- Strong background in education, marketing, finance, computer software applications, computer hardware, training, user support and documentation plus network administration skills.
- Highly developed communication skills, using various digital and traditional formats.
- Published works online at www.lynnembailey.com. Over 1,000 unique visitors to web page monthly for Jeopardy PowerPoint template with sound; highly-rated credit card Webquest.

PEDAGOGICAL EXPERIENCE

1/2008– 8/2009 New York Institute of Technology Central Islip & Bronx, New York

Teacher Trainer: Science, Technology, Engineering & Math for Title IIB Digital Immigrant Phase 2 Grant

- Created and facilitated science and technology workshops for all grade level teachers in Title IIB Grant.
- Delivered on-site assistance for preparation and implementation of student STEM activities; tutored and assisted K-12 teachers using technology for STEM learning and classroom activities.
- Facilitated student science/technology lessons and activities, primarily in grades K-8, including co-teaching and modeling technology and science lesson plans.
- Observed and conferenced with grant teachers to increase science, technology, engineering and math connections throughout curriculum, including collaboration and review of unit and lesson plans implementing STEM objectives for all grade levels.
- Researched and shared online resources for lessons, student interactive and classroom activities aligned to NYS standards/ NYC Scope and Sequence and to integrate science and technology in classrooms.

2004 – 2006 NYCDOE at Martin Luther King, Jr., HS for Arts & Technology New York, New York

Technology Teacher, Grades 7 – 12 (Certification: Technology)

- Taught full schedule of HS Technology classes: Introduction to Technology, MS Office and Introduction to Telecommunications; activities spanned building telegraphs, HTML web pages and digital projects.
- Created new curriculum for all classes, lesson plans, and assessments.
- Initiated and facilitated upgrade of computer lab to classroom; recommended software purchases and coordinated configuration of student computer workstations; Implemented NETOP classroom software;
- Administrated network functions, maintained computer lab, provided assistance to other faculty members.
- Designed technology education plan options and participated in successful VTEA application.
- Supervised after-school computer lab for student use.
- Chaperoned various student activities

2003 – 2004 NYCDOE at The Young Women's Leadership School (9/03-9/04) New York, New York

Technology Teacher, Grades 7 – 12 (Certification: Technology)

- Assigned to Teach Fundamental Math, Technology Electives and Advisory; assist Journalism Class
 - Fundamental Math: Alternative to Math B class for 11th and 12th grade students: Developed a curriculum around Math in everyday life, emphasizing money issues including budgeting, using credit, investing, and primary math skills; created lesson plans, projects and test assessments, integrated reading and writing assignments, NYS economic, math and technology standards.
 - Conducted MS Word and Keyboarding electives.
 - Advisory teacher for 10th grade: Formed advisor relationship with students, advocating for additional study groups, providing a forum for school issue discussion, time-out activities and general guidance.
 - Journalism: Technical assistance and instruction to students working on the school newspaper using QuarkXpress and Adobe Photoshop.

- Assisted with network maintenance and troubleshooting, administered network functions using MAC management software.
- Technology advisor to Young Science Achievers competitors. Team won first prize in large regional competition. Worked with school team to format and publish final reports, presentations and project poster.
- Collaborated on plan to integrate technology for the school; authored proposed technology curriculum.
- Collaborated on interdisciplinary science/PowerPoint project for senior science class. Conducted classes in other courses to assist students creating presentations to accompany research papers.
- Assisted faculty members and students using a variety of computer applications including MS Word, Excel, PowerPoint, Photoshop and QuarkXpress; conducted professional development workshop.
- Co-coordinated student Poetry Slam, created student and faculty ID cards, honor roll certificates, and covered 7th – 12th grade classes throughout the year, accompanied school chorus for performance at City Hall, conducted several club sessions for students on website design and collaborated with Librarian to deliver instruction for 7th grade research projects.

OTHER EMPLOYMENT EXPERIENCE

1/2007– Present [FunMasters](#) (Party Entertainers) New York Metropolitan Area

Business Coordinator

- Create marketing materials and on-line sales initiatives including website development and management.
- Arrange artist performances, supplies, costumes and transportation for events.
- Manage all business and accounting records including digital and traditional calendars, correspondence, contacts, inventories, payables, receivables, photographic collateral and taxes.

Consultant

- Technology coach and personal computer software trainer.
- Graphic, digital document, website and presentation designer.

1997–2003 Independent Consultant/Freelancer New York Metropolitan Area

Contract/Freelance Services at Corporate Clients including:

- Technical support and graphic design for clients including user manuals, software training, PowerPoint presentations, HTML newsletters, logos, web site design collaboration and custom GUI's.
- DeskNet Inc. (6/00–2/01): *Consultant/Software Trainer*—Configuration, implementation and support of Quark Publishing System at clients' sites; developed training curriculum, lesson plans, software documentation and conducted training classes.
- William M. Mercer (7/99–6/00): *PowerPoint Specialist* for the Communications Department.
 - Created web-style presentations, screenshots, navigation designs and pitch books for HR Consultant meetings and for various clients.
 - Developed web/print solution for major client HR manuals.
- Starwood Hotels & Resorts Worldwide (6/98–7/99): *Desktop Support & PowerPoint Specialist*—MS Office Suite, Windows OS and technical/network assistance.
 - Level I network support: server back-ups, user administration functions, PC configuration.
 - Level III application support: employee software training and advanced desk-top software support.
 - Created PowerPoint, Word and Outlook templates, presentations and other marketing materials for all departments (Sales, Human Resources, Legal, Corporate, Operations, Information Technology, and Public Relations). Designed and edited trainer and user manuals for HR department. Created and facilitated production of several departmental newsletters.
 - Aggregated, edited and distributed standardized collateral (i.e., logos, graphics, and templates).
 - Worked directly with senior staff to write and create hotel brand presentations, produced CD-ROM and standardized brand templates (Westin, W, Sheraton, St. Regis and Four Points Hotels).
 - Created slide shows for annual Global Conference, executive board meetings, W hotel openings.
- Stromberg Communications & Consulting (2/98–5/98): *Designed* documents, manuals and templates.
- RIA Group (12/97–2/98): Telephone *technical support* for proprietary tax research product.
- J.P. Morgan (10/97–12/97): *PowerPoint Trainer* for staff migrating from Adobe PageMaker.

1993–1997 The Westchester Group/Allmerica Financial Tarrytown, New York

Manager, Computer and Presentation Services (1995–1997), Financial Planning Assistant (1993–1995)

- Trained Financial Planners and staff on various financial and proprietary software usage and basic to advanced MS Office features.
- Installed and managed network of company-owned computer workstations and provided computer software and hardware support for an office of about 65 users.
- Developed presentation modules to illustrate financial plan components and concepts used by consultants with corporate and individual clients, including retirement, estate, investment, business continuation and college funding plans. Personalized individual plans and presentations for seminars.
- Authored, produced and updated a catalogue of NASD-approved marketing and sales materials, including financial concepts, investment and insurance product information.
- Supervised and trained assistants and coordinated support services for special projects.
- NASD Registered Representative (Series 7, 63 and 65) and NYS Life and Health Insurance Licensed.
- Created presentation packages for client meetings and generated case analyses.
- Designed spreadsheet templates, seminar overheads and organized computer data.

TECHNOLOGY SKILLS

- *Software:* Various word processing, spreadsheet, financial, graphic, communication and Internet packages including: all Windows versions of Microsoft Word for Windows, Excel, PowerPoint, Access, Outlook, various browsers, search engines, FTP, web logs, wikis, web conferencing, instant messaging, and peer-to-peer applications. Graphics creation and editing using PowerPoint, Photoshop, Illustrator, QuarkXPress, and Adobe Acrobat. Web page creation using Dreamweaver, HTML, Fireworks and Flash. Familiar with QuickBooks, Inspiration, online course delivery systems (Blackboard), tutorial software and document management and tracking software (QPS). Work in both PC and MAC environments.
- *Proficient in business software usage:* Created automated production reports, presentations, manuals, invitations, newsletters, brochures, etc. Imported and exported data and mapped databases. Converted file formats and ported material from one software package to another. Facilitated electronic and press publishing. Assisted users in streamlining and automating tasks. Developed many templates, organized file systems for dependable retrieval, configured user-friendly e-mail and contact interfaces.
- *Hardware:* Proficient in troubleshooting and operation of computers in IBM PC compatible environments using DOS, Windows 3.x, Windows 95/98/00/XP and network administration.

EDUCATION

- New York Institute of Technology—M.S. Instructional Technology; August, 2009. 4.0 GPA.
- C.W. Post College, L.I.U., Greenvale, New York—B.A. Music Education, 2003, Cum Laude.
 - Trained musician with choral and band experience, madrigal and Gilbert & Sullivan productions.
 - Student teaching experience in instrumental and general music, elementary and middle school.
- Westchester Community College, Valhalla, New York —27 credits (4.0 GPA) in Computer Graphics, Web Site Design & Management and Electronic Pre-Press, 1999 – 2000.
- Suffolk County Community College, Selden, New York—A.A. General Studies, with Honors, 1975.

CERTIFICATION/CONTINUING ED

- NYS Provisional Certification, Music and Technology Education (K-12), February 2003; Permanent Certification anticipated by January of 2009.
- NYS Professional Certification, Educational Technology pending (requirements met).
- Teaching the Hudson Valley Summer Institutes 2008-9; National Educators Computing Conference 2009

PROFESSIONAL ASSOCIATIONS

- New York City Chapter [Webgrrls](#) International.
- ISTE, International Society for Technology in Education and affiliate [NYSSTATE](#)
- [American Museum of Natural History](#)