

# Robert Anderson

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## CAREER OBJECTIVE

To obtain a position where I can strategize, implement and support the rapidly changing integration of technology in business and/or education. With over 10 years experience, I excel at resolving technical issues, problem-solving and creative thinking. I have experience in Apple/Windows/Chrome systems, software management, hardware, networking and procurement.

## QUALIFICATIONS

- Self-starter with strong initiative
- Highly organized and detail-oriented
- Creative, innovative and pragmatic problem solver
- Multi-tasking and time management skills
- Strong interpersonal and presentation skills
- Ability to work well with others and under pressure

## PROFESSIONAL EXPERIENCE

### **AMERICAN MARTYRS SCHOOL**

Manhattan Beach, CA

#### **Technology Integration Specialist / Technology Manager**

2016 - present

*Worked directly with staff, students and parents troubleshooting all technology issues, repairs and maintenance. Key player in all technology decisions and implementation schoolwide. Mentored and provided training for faculty and students for the integration of technology based learning.*

- Developed policies and procedures to ensure the protection of IT assets and the integrity, security and privacy of information entrusted to or maintained by the information systems
- Management of technology inventory including hardware, software and electronic media
- Management of 1:1 chromebook environment with over 700 students
- Management of faculty laptops and technology lab with over 100 active Mac devices
- Provide faculty training on technology integration for classroom hardware and software
- Maintain academic media tools, including the video archive, digital bulletins, social media, etc.
- Troubleshoot and maintain all technology hardware and software
- Perform technical repairs on servers, routers, chromebooks, iPads, iMacs, printers, smartboards, etc.
- Provided technical support for over 900 users in a distance learning platform

#### **Technology Educator**

*Created, instructed and facilitated classes of multiple disciplines with a technology curriculum.*

- Create and implement technology curriculum aligned with the California State Standards for 3rd through 8th grade
- Create and teach lessons in coding, video game design, photo/video editing, hardware and online safety
- Foster team collaboration and student engagement through group projects and technology integration.
- Honorably carry out the vision of American Martyrs School

### **LANGUAGE LINK**

Hanoi, Vietnam

#### **ESL Educator**

2012 - 2015

*Led all aspects of classroom activities, prepared and presented daily lesson plans for English, and provided ongoing communication updates with parents/guardians on students' progress.*

- Taught 90-minute ESL lessons for adults, teenagers, and children at various levels of proficiency
- Administered and graded written and oral tests
- Conducted parent/teacher meetings
- Promoted a positive and fun learning environment
- Cultivated cultural sensitivity in the classroom

**RA WOOD PRODUCTS, INC.**  
**Information Technology / Production Manager**

Baltimore, MD  
2007- 2012

- Managed deadlined production process for 30+ employees
- Maintain technology infrastructure including hardware/software updates, fax machines, printers, production machinery, and wired/wireless networks.
- Procurement of materials, negotiated prices, maintaining budgets, and upheld supplier relationships.
- Design and maintain the company's website.

**TECHNOLOGY EXPERIENCE**

Troubleshooting/Maintenance - Servers, Networks, Windows/Mac Laptops, Chromebooks, SMARTBoards, Printers, etc.  
Technology Curriculum Development - Coding, Video Game Design, Adobe Suite, 3D Design, etc.

**PROFESSIONAL DEVELOPMENT**

- Google Certified Educator Level 2 (2019)
- California STEAM Symposium (2019, 2018)
- California League of Schools (2019, 2018)
- Google Certified Educator Level 1 (2018)
- The SMART Board: *Beyond the Basics* and *Curriculum Integration*
- Carolyn Coil, Ed. D: *Challenging Gifted Students*
- Wendy Mogel: *Family Happiness and the Overbooked Child*
- David Szmak, Psy. D: *Working with Children with A.D.H.D.*
- Donald Graves, Ed. D: *Let Characters Help Children Write*

**EDUCATION**

**TOWSON UNIVERSITY**  
Bachelor of Science - Computer Information Systems  
Bachelor of Science - Business Administration

Towson, MD  
2001 - 2005

**MIDWEST EDUCATION GROUP**  
USA TESOL Certification: 120 Hours

Chicago, IL  
2012

**REFERENCES**

Available upon request