

Barbara F. Bird

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Summary

A+ certified technician. Strengths include excellent oral and written communication skills, productive multitasking in a high-stress environment, a sharp, creative mind, innate ability with both hardware and software, and a second sense for troubleshooting. Recognized for quick assimilation of new software, excellent people skills, and innovative problem solving. Successfully created multiple web sites and web store.

Technical Skills

Hardware: PC, laptop, tablet, smartphones **OS:** Windows XP, Vista, 7, 8, iOS, Android. **Software:** MS Access, MS Word, MS Excel, MS PowerPoint, MS Publisher, Adobe Dreamweaver, Adobe Flash, Inspiration, Adobe Photoshop, GIMP, HTML, SQL, Google Docs, Evernote, Cloud Storage.

Professional Experience

COMMUNITY UNIT SCHOOL DISTRICT 200, WHEATON, IL

Technology Instructor, Hubble Middle School, August 2003-August 2014

Trained sixth, seventh, and eighth grade students in information technologies.

- Maintained lab hardware and software. Kept lab in peak running order.
- Performed troubleshooting for student issues.
- Responded to peer technology emergencies.
- Managed technology budget to provide appropriate lab technology.
- Taught word processing, spreadsheets, database, multimedia, graphic mapping, desktop publishing, graphic design, Internet safety, Internet search skills, and other technology skills. Students demonstrated retention up to and exceeding curricular standards.
- Used multimedia to instruct students. Students were engaged, producing a positive classroom atmosphere.
- Wrote lesson plans to communicate curriculum. Completed curriculum within strict time constraints.
- Differentiated each lesson to accommodate various student ability levels, including students with learning challenges, English language learners, and advanced pupils. All subsets of students succeeded in learning and retention.
- Participated in creation and maintenance of district middle school technology curriculum, including technical integration.

DINING DOSSARDS, WINFIELD, IL

Webmaster, <http://diningdossards.com/>

Develops and maintains company web store.

- Designed site to owner specifications.
- Communicated with owners to determine product specifications.
- Created relational Access company database.
- Updated database as inventory changed.

Webmaster, Hubble Middle School, 2001-2010

Webmaster for Hubble web page (no longer available online)

- Posted Hubble's first web page.
- Took classes in FrontPage and Dreamweaver
- Created and maintained site. Established open communication with community and parents.
- Implemented daily updates for site. Provided parents with pertinent information about the everyday life of their students.

Computer Aide, Hubble Middle School, 1999 – 2003

Provided supervision and maintenance for four computer labs

- Maintained and monitored labs. Successfully protected hardware and software from student mischief.
- Managed budget. Provided appropriate technology for labs, always under budget.
- Assisted students, faculty, and staff with hardware and software problems. Successful in troubleshooting both in the labs and in teachers' classrooms.
- Produced and maintained a database which provides each student with a computer username and password. Enabled students to save work to folders on the server.
- Member of district Technology Cadre. Participated in architecture and Project Portfolio creation and implementation.

ALL POINTS CLEANING, WHEATON IL

Full Charge Bookkeeper, 1998

Provided bookkeeping service for small company

- Maintained accounts receivable, accounts payable, and general ledger. Successfully computerized paper accounting system.
- Performed miscellaneous office work. Organized paperwork, facilitated early growth of a new company.

NBD BANK, BLOOMINGDALE, IL

Proof Operator and Teller, 1991-1992

Provided customer service and worked in encoding room

- Assisted customers with banking needs. Provided prompt and polite customer service.
- Encoded checks. Developed speed and accuracy on 10-key.

Education

MS Ed., Technology in Education, National-Louis University, Lisle, IL. 2007

B.S. Mathematics, Furman University, Greenville, SC. 1988

Certifications

CompTIA A+ Certification

IL State Type 9 Secondary Teaching, Endorsement: 6-12 Mathematics

IL State Type 10 Special Teaching, Endorsement: K-12 Technology Specialist

Skills List

Hardware

1. Build and repair PC's
2. Install and configure components for laptops and PC's
3. Install and configure peripherals
4. Recommend/configure hardware for custom configurations
5. Set up and configure networks – PAN or LAN
6. Install, maintain and troubleshoot printers

Operating Systems

1. **Windows XP, Vista, 7**
 - a. Install
 - b. Upgrade
 - c. Configure
 - d. Troubleshoot
2. **Android**
 - a. Upgrade
 - b. Configure
 - c. Troubleshoot
3. **iOS**
 - a. Upgrade
 - b. Configure
 - c. Troubleshoot

Software

Word

1. Word processing
2. Basic forms
3. Tables
4. Mail Merge
5. Templates
6. Image manipulation
7. Charts
8. Word Art
9. Text Effects

Access

1. Create, edit, maintain relational databases
2. Forms, Reports
3. Sort, Filter, Query
4. SQL queries
5. OLE objects

PowerPoint

1. Create presentations
2. Animations, transitions
3. Imbed sound, videos
4. Self-running shows
5. Presenter notes
6. Broadcast slideshow
7. Convert slideshow to video

Excel

1. Create, maintain, edit spreadsheets
2. Basic forms
3. Charts, sparklines
4. Conditional formatting
5. Sort & filter data
6. Formulas – complex, multi-sheet

Publisher

1. Brochures
2. Business cards
3. Posters
4. Calendars
5. Post cards
6. Labels

Dreamweaver:

1. Build websites
2. Set up web stores
3. Maintain sites and stores

Dropbox

1. Create and organize cloud storage
2. Host a web site

Evernote

1. Organize Evernote
2. Add folders, tags
3. Create saved searches

Other Programs:

Flash Basic animations for web pages or standalone programs

Google Docs setup, use, sharing

Google Forms online surveys, databases

Other skills:

1. File conversion
2. Audio file editing
3. Video editing
4. Photo editing