

Highlights of Qualifications

- 2002 Course Technology Advisory Board Member. A nationwide educational board consisting of fifteen IT Educators/Administrators assessing technology needs in education.
- Microsoft Certified Professional. Microsoft Office 2000 User Specialist.
- 1997 Contra Costa County ROP Teacher of the Year and San Francisco Schoolmaster of the Year.
- Twelve years of instructional expertise in the following applications: Word, Excel, PowerPoint, Access, Outlook, GroupWise, Publisher, Internet Explorer, Netscape, WordPerfect, PageMaker, Adobe Acrobat, HTML/DHTML, FrontPage, Dreamweaver, Flash, Fireworks, Photoshop, Paint Shop Pro, JavaScript, HomeSite, and various Internet applications.
- Novell and Windows NT 4.0 and 2000 system administration and troubleshooting. Internet Information Server installation, setup, and maintenance.
- Demonstrated ability to learn new software applications at an accelerated rate.
- As ROP Teacher-in-Charge, assisted other instructors with all phases of technology and curriculum improvement.
- Over 12 years experience as a workshop presenter for the California Department of Education's Business Management Conference, California Business Education Association Conferences, the University of Berkeley's Fast Trac Program, ITP Publishing, & DDC Publishing.

Instructional & Technical Skills

- Independently established a successful evening program and expanded existing course offerings from two software applications to twenty-two in a two year period.
- Develop training materials and conduct lecture based courses for the Contra Costa County Office of Education, City of Walnut Creek, Meyer Corporation, Knight Ridder Publishing (Contra Costa Times), Mt. Diablo Legal Secretaries Association, System 1 Personnel Agency, various statewide ROC/P's, DDC Publishing, and International Thomson Publishing.
- Review and adopt all course software, books, and training materials. Develop course outlines, brochures, lesson plans and supplemental instructional documentation.
- Assist students with all phases of job search. Write resumes & conduct interviewing and job search workshops.
- Dedicated to meeting the individual needs of students while maintaining a structured classroom environment. Objective when dealing with complex student issues. Ability to defuse difficult situations with mediation, conflict resolution, and problem solving techniques.
- Assisted in the installation of a 42 station Local Area Network including: Installation and configuration of Novell v3.1x software, NT4 and Windows 2000, network interface cards, and DOS and Windows applications; created new users and assigned directory rights. Installed and configured Windows NT Servers (4.0 & 2000) & Internet Information Server. Perform daily system & server maintenance.
- Provide network administration including: Installing new software, adding and removing users, assigning rights, system security, troubleshooting network/printer/software errors, and backing up the system.
- Webmaster and content developer for <http://pclab.cccoe.k12.ca.us/> and <http://www.putertutor.net/> (this site was featured in the Houston Chronicles Hotlist of Technology Sites), <http://www.tinkertech.net/>, <http://www.trivalleyredsox.com/>, and <http://home.talkcity.com/HealingWay/debbieri/>. PuterTutor.net averages 1,600 unique visitors per day and is a recommended resource for users of Jasc's Paint Shop Pro.
- Install floppy and hard disk drives, network interface cards, FAX modems, CD-ROMs, printers, memory, and graphic scanners. Troubleshoot system software errors and perform routine hardware maintenance.

Robin Wood

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Experience

Self-Employed (References will be provided upon request) 1997-Present

Training Consultant

Contra Costa Office of Education's Regional Occupational Program, Pleasant Hill, CA 1991-Present

Computer Applications & Web Page Design Instructor

Teacher-in-Charge 1994-1997

Office Assistant III & ROP Coordinator Assistant I 1986-1991

Martinez Technology Education Center, Martinez, CA 1997-1999

Instructor, Web Development & MCSE Prep classes

Education/Credential/Certifications

Various On-line Web Development Courses (Graphic arts & web development) 1999-Present

Microsoft Skills 2000 Program, MCSE Courses 1998

University of California Berkeley, Credential Courses 1991-94

Microsoft Certified Professional

State of California Designated Subjects Vocational Education Teaching Credential-Full-time

Subject: Business Office Occupations

Professional Affiliations

California Business Education Association

California Association of Regional Occupational Centers and Programs