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Summary

With a diverse background in IT, special education, hospitality, and property management, I bring a unique blend of skills and experiences to any role.

In my current position as Systems Administrator at Richmond County Schools, I manage a variety of systems and platforms, demonstrating my versatility and adaptability in the IT field. I am committed to maintaining high standards of security and efficiency, and I have a deep understanding of system operations.

Previously, I served as a Special Education Teacher in different schools, where I focused on Applied Behavioral Analysis and worked with students with severe autism. I also held leadership roles, such as the EC Department Chair and the PLC Chair for middle school Adapted Curriculum teachers. These roles allowed me to share my expertise and passion for special education, contributing to the professional growth of my colleagues and the overall success of our special education program.

In addition to my roles in education and IT, I have experience in the hospitality and property management sectors. As an Airbnb host, I provided a comfortable and memorable stay for guests from around the world. As a Property Administrator at Exit Realty, I managed the day-to-day operations of residential properties, ensuring tenant satisfaction and operational efficiency.

Throughout my career, I have demonstrated a commitment to excellence, a keen eye for detail, and a strong ability to adapt to new challenges. I am excited to continue leveraging my skills and experiences in future opportunities.

Experience



Systems Administrator

Richmond County Schools

Jul 2019 - Present (4 years 4 months)

As Systems Administrator for Richmond County Schools, I am responsible for the maintenance and management of a diverse range of systems and platforms to ensure optimal performance and security.

My key responsibilities include:

Overseeing the maintenance of MECM (SCCM) and Endpoint Manager (Intune) to ensure efficient system operations.

Managing IP Security Cameras and TelcentrU (Intercom System) to maintain safety and communication standards.

Administering One to One Plus (Help Desk/Asset Management System) to provide effective support and asset management.

Ensuring the functionality of PC Duress (Panic Alarm) and Clever (Educational Portal) to support the organization's safety and educational needs.

Actively involved in maintaining Azure AD, SharePoint, and Exchange to facilitate seamless collaboration and communication.

Managing Mosyle (iPad MDM) and Raddix (Smart Panel MDM) to ensure efficient mobile device management.

Involved in overseeing the operation of VMWare and our Google Admin Console to support virtualization and administrative needs.



Special Education Teacher

Moore County Schools

Aug 2019 - Jul 2021 (2 years)

As a Special Education Teacher with a focus on Applied Behavioral Analysis, I was committed to creating an inclusive and supportive learning environment for my students. My key responsibilities included:

Implementing Applied Behavioral Analysis strategies in the classroom to support students' learning and behavioral needs.

Serving as the EC Department Chair, where I led and managed the department to ensure the delivery of high-quality special education services.

Acting as a facilitator and the school's representative to the district EC department, where I liaised between the school and district to ensure alignment and compliance with special education policies and procedures.

Serving as the Special Olympics Representative for the district, promoting inclusivity and sportsmanship among students of all abilities.



Special Education Teacher

Durham Public Schools

May 2014 - Jun 2019 (5 years 2 months)

As a Special Education Teacher who specialized in working with students with severe and profound autism, I was dedicated to fostering an environment that promoted growth, independence, and communication. My key responsibilities included:

Implementing Applied Behavioral Analysis strategies to foster replacement behaviors, improve communication skills, and develop adaptive behaviors. This approach is designed to help students function as independently as possible in the world around them.

Providing individualized support to students, understanding their unique needs, and tailoring teaching methods to facilitate their learning and development.

Serving on the EC Advisory Council for the district, where I contribute to the development and implementation of special education policies and strategies.

Acting as the PLC Chair for middle school Adapted Curriculum teachers, leading professional learning communities to enhance the effectiveness of special education teaching strategies and practices.



Pet Trainer

PetSmart

May 2016 - Feb 2018 (1 year 10 months)

As a Dog Trainer at PetSmart, I was dedicated to enhancing the bond between pets and their owners through comprehensive training programs. My key responsibilities included:

Conducting dog training classes and private training sessions that aligned with PetSmart's training methods and philosophies.

Providing individualized instruction to pet owners, helping them understand their pet's behavior and teaching them techniques to promote positive behaviors.

Assessing the behavior and needs of each dog to tailor training programs accordingly, ensuring effective and enjoyable learning experiences for both pets and their owners.

Collaborating with store team members to promote and sell training services, contributing to the overall success of the store.

Maintaining a safe, clean, and fun learning environment for all participants, adhering to PetSmart's policies and procedures at all times.



Property Administrator

Exit Realty Platinum

Jan 2013 - Aug 2014 (1 year 8 months)

As a Property Administrator, I was responsible for overseeing and managing the day-to-day operations of Exit Realty's residential properties to ensure a high level of tenant satisfaction and operational efficiency. My key responsibilities included:

Managing tenant relations, including addressing tenant inquiries and concerns promptly and professionally.

Overseeing property maintenance and repairs, coordinating with contractors and service providers to ensure that all properties are well-maintained and safe.

Conducting regular property inspections to assess condition and identify any necessary repairs or improvements.

Coordinating lease agreements, renewals, and terminations, ensuring all documentation is accurate and compliant with relevant laws and regulations.

Managing financial operations, including rent collection, budgeting, and financial reporting.

Education



Campbell University

B.A., PHILOSOPHY AND RELIGIOUS STUDIES

2007 - 2010

My B.A. in Philosophy and Religious Studies has equipped me with valuable skills for the IT sector. My studies in philosophy enhanced my analytical thinking and problem-solving abilities, essential in troubleshooting IT issues. Religious studies fostered my understanding of diverse cultures, improving my communication and teamwork skills in diverse environments. Both disciplines honed my research and text analysis skills, beneficial for understanding technical documentation and staying updated with IT developments.

Licenses & Certifications



Special Education Teacher - North Carolina Department of Public Instruction

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Skills

Applied Behavior Analysis • Special Education • Microsoft Azure • Microsoft Endpoint Configuration Manager • Powershell • Active Directory • Microsoft Intune • Problem-based Learning • Analytic Problem Solving • Educational Technology