

Diana C. Schuman



PROFILE

- Mission-driven technical educator with extensive experience developing and leading computer training programs for adults from diverse skill backgrounds and creating technology curricula for grade 5 through senior citizens in Macintosh and Windows environments.
- Skilled in needs assessment, strategic planning, and creative problem solving. Excellent communication skills: written and verbal, presentation and facilitation. Self-directed team player known for enthusiasm, flexibility and sense of humor.

TECHNICAL AND TRAINING SKILLS

- Designed and delivered professional development programs for 45 teachers and administrative staff in MS Office, iWork, iLife, web page development and data management systems. Facilitated the integration of technology into the curriculum.
- Taught computer applications in Macintosh and Windows platforms to individuals ranging in age from 9 to 79 in workshops, seminars, and one-on-one settings.
- Mentored and coached teachers new to the school system using models of clinical supervision, including pre/post conferencing, ensuring their successful integration.
- Developed instructor, participant and user manuals and materials for technology and business training programs tailored to the audiences.
- Pioneered infusing Word, PageMaker, and Excel into high school business curriculum. Created four-year technology curriculum for middle school serving 400 students.
- Collaboratively developed technology plan serving 1200 individuals for hardware/software acquisition, use, and assessment for 21st century information literacy training programs.
- Administered wired/wireless Macintosh network of 250 laptops and 50 desktops and provided all related technical support.
- Designed, delivered and evaluated programs for interdisciplinary curricula including one that integrated Technology, Library, Art, Health, Physical Education, and World Language and another that developed critical thinking skills.

LEADERSHIP AND COMMUNICATIONS SKILLS

- Managed Maine Learning Technology Initiative one-to-one laptop program. Conducted individual conferences and group orientations resulting in buy-in from parents and over 800 students around issues of student responsibility and expectations for use of equipment.
- Awarded two competitive \$30,000 Technology Learning Challenge Grants, one for professional development of 100+ teachers and administrators district-wide and another for creating local area networks in two school buildings.
- Served as event coordinator for annual benefit concert that raised nearly \$35,000 for local and worldwide charities. Solicited sponsorships and advertising, wrote press releases and secured radio interviews for eight shows that grew audiences from 250 to over 700.
- Developed annual budgets and monetary proposals, analyzed financial benefits packages, and edited language of employment contracts for school systems and non-profit organizations, monitoring equity issues while ensuring fiscal responsibility.
- Recruited personnel to serve as leaders/members of committees for non-profit and educational organizations.
- Oversaw speaker selection, expenditures, facilities and lodging arrangements for annual women's conference.
- Selected as Member of Legislative Committee that explored the feasibility of a one-to-one laptop program for 7th graders in New Hampshire.
- Delivered multimedia presentations before groups ranging from 10 to 200.

EMPLOYMENT HISTORY

- Computer Technologist. 1997-2008. Technology Educator (grades 5-8). 1993-1997. *Shapleigh Middle School*, Kittery, ME.
- Site/Lab Administrator for satellite graduate programs. 1998-2005. *Lesley University*, Cambridge, MA.
- Adjunct Faculty. Technology Applications in Macintosh and Windows environments. 1994-1998. *York County Technical College*, Wells, ME; *New Hampshire Technical College*, Stratham, NH; *Kittery Adult Education*, Kittery, ME; *Noble Adult and Community Education*, North Berwick, ME.
- Educator. Computer Applications, Business Education. 1982-1993. *Noble High School*, Berwick, ME.

EDUCATION

Graduate

M.Ed., Lesley University, Cambridge, MA. Technology in Education. 4.0 GPA.
Additional graduate work in technology, administration, grant writing.

Undergraduate

B.A., Hunter College, New York, NY.