

*Diana C. Schuman*



## KEY ATTRIBUTES

- Excellent writing and technology skills
- Able to take complex information and make it understandable
- Strong sense of mission
- Articulate
- Team player
- Self-directed
- Responsible
- Flexible/adaptable
- Problem solver
- Creative thinker
- Enthusiastic
- Good sense of humor
- Life long learner
- Experienced educator/trainer

## EDUCATION

### Graduate

M.Ed., Lesley University, Cambridge, MA  
Technology in Education. 4.0 GPA.

### Undergraduate

B.A., Hunter College, New York, NY  
Business Education, Secondary Education.

## EMPLOYMENT HISTORY

- Shapleigh Middle School, Kittery, ME. Computer Technologist. 1997-2008. Technology Educator (5-8). 1993-1997.
- Lesley University, Cambridge, MA. Site/Lab Administrator for Off-Campus Masters Degree Cohorts. 1998-2005.
- York County Technical College, Wells, ME. Adjunct Faculty. Introduction to Computers, Introduction to Operating Systems, PageMaker, Keyboarding through Word Processing. 1996-1998.
- New Hampshire Technical College, Stratham, NH. Adjunct Faculty. Office Management Courses, Keyboarding through Word Processing. 1994-1996.
- Kittery Adult Education, Kittery, ME. Introduction to Computers, Computer Keyboarding through Word Processing, HyperCard. 1994-1996.
- Noble Adult and Community Education, N. Berwick, ME. Keyboarding through Word Processing. 1994-1996.
- Community Coordinator, IEF, Bayshore, NY. Student Foreign Exchange Program. Summer 1992, 1993.
- Noble High School, Berwick, ME. Computer Applications, Business Education. 1982-1993.

## ADMINISTRATIVE AND SUPERVISORY SKILLS

- Supervised Maine Learning Technology Initiative one-to-one laptop program including conferring with parents and students about expectations, discipline, commitment, and responsibility.
- Developed annual budgets, analyzed financial benefits packages, developed monetary proposals, and edited language of employment contracts.
- Designed and led seminars for adults. Facilitate discussion groups.
- Possess strong facilitation skills leading to the creation of group-owned decisions.
- Skilled in strategic planning, needs assessment and follow up.
- Member of Legislative Committee to study the feasibility of one-to-one laptops for 7th graders in New Hampshire.
- Encourage, strengthen, nurture, support seven staff and serve as direct liaison for one individual. Evaluate staff at least annually.
- Awarded two \$30,000 Technology Learning Challenge Fund Grants, one for professional development, one for networking and related items.

## COMMUNICATION AND ORGANIZATIONAL SKILLS

- Solicited sponsorships and advertising, wrote press releases, performed layout for advertising booklet, arranged for local accommodations and meals for Dover stop on 17-city annual benefit Christmas concert that raised nearly \$35,000 for local and worldwide charities.
- Developed instructor, participant and user manuals and materials modifying as needed to meet audience needs.
- Coordinate overall plans including selecting speakers and monitoring expenditures; selected sites and arranged for lodging, meals, and facilities for annual women's conference, workshops, and banquets.
- Make presentations, often involving multimedia, before groups ranging from 10 to 200.
- Vice President of music support group. Chaired, solicited sponsorships, performed ad book layout for annual student-directed Variety Show. Co-chaired annual Craft Fair.
- Selected and recruited personnel to serve as leaders and members of committees.
- Write job descriptions and develop employee handbook.
- Develop and monitor policies including those specifically affecting children.

## TECHNICAL AND TRAINING SKILLS

- Trained individuals aged 9 to 79 in computer applications (word processing, spreadsheets, data management systems, multimedia, email, web pages, desktop publishing) in Macintosh, Windows, and MS-DOS environments in large and small groups, workshop and seminar formats, and one-on-one sessions.
- Designed, developed, and delivered professional development in technology use for a staff of 45.
- Collaboratively developed 21st century information literacy plan for a system serving 1200 to include acquisition, use, assessment and training needs.
- As a member of an interdisciplinary team, developed targeted outcomes, skills and content for 85 individuals; organized and modeled expected exhibitions and behaviors illustrating the critical skills of essential knowledge, ownership, community, collaboration, and self-direction.
- Designed word-processor based, multi-sensory alphabetic method for teaching keyboarding. Developed four-year comprehensive middle-school technology curriculum and integrated with other subject areas.