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**Availability:**

**Job Type:** Permanent

**Work Schedule:** Full-time

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**Work Experience:**

***VSDB Residential Advisor***

**Virginia School for the Deaf and Blind**

P.O. Box 2069

Staunton, VA

**11/2022 - Present**

**Salary:** \$17.75 USD Per Hour

**Hours per week:** 50

***Duties, Accomplishments and Related Skills:***

- Worked with K-12 students who are Deaf, Hard-of-Hearing, blind, Deaf/blind and students with multiple disabilities
- Interacted with students who are Deaf and Hard-of-Hearing using ASL (American Sign Language)
- Implemented student Behavior Intervention Plans and adhered to behavior management policies and procedures
- Assisted students and staff with I.T. issues
- Designed and implemented social and educational programs to meet the department's programming model
- Promoted a safe and healthy environment using a team approach with Facilities, Campus Safety and student governance bodies
- Provided a structured daily routine to ensure delivery of program service for the students
- Planned educational, recreational and/or leisure time activities for the students
- Assisted students with individual school activities and programs
- Supervised students on scheduled bus routes to ensure safety and appropriate conduct
- Transported students to and from school and evening off-campus activities

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***VSDB I.T. (Information Technology)***

**Virginia School for the Deaf and Blind**

P.O. Box 2069

Staunton, VA

**5/2023 - 7/2023**

**Salary:** \$14.50 USD Per Hour

**Hours per week:** 20

***Duties, Accomplishments and Related Skills:***

- Summer employment at VSDB, while school was not in session
- Installed and updated VSDB software/hardware
- Delivered front-line technical support to students and staff
- Monitored campus networks, and conducted Inventory of technology
- Conducted On/Off boarding of staff and students
- Provided support for laptops, smart-boards, and iPads
- Knowledge of relevant operating systems, software, and programming

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***Information Technology and School Support Specialist***

**Christ the King Catholic School**

16800 Trinity Street

Detroit, MI

**8/2021 - 7/2022**

**Salary:** \$25,000.00 USD Per Year

**Hours per week:** 40

***Duties, Accomplishments and Related Skills:***

- Provided oversight for all computer systems for school and parish, including resolution of hardware and software issues
- Managed Internet security systems
- Managed and instructed teachers on use of SIS FACTS and different educational platforms
- Tutored students in core subjects after school
- Facilitated student conflict resolutions
- Supervised students during lunch and recess

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***Summer Camp Director/Head Coach Basketball***

**Christ the King Catholic School**

16800 Trinity Street

Detroit, MI

**5/2021 - 7/2021**

**Salary:** \$0.00 USD Without Compensation

**Hours per week:** 16

***Duties, Accomplishments and Related Skills:***

- Lead and developed a successful basketball program at the elementary and middle school level
- Provided instruction, motivation, and guidance to student-athletes to help them reach their full potential on and off the court
- Taught and demonstrated basketball skills and techniques

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***Faith-based Volunteer at Christ the King Catholic School***

**Christ the King Service Corps**

Christ the King Catholic School

16800 Trinity Street

Detroit, MI

**7/2020 - 6/2021**

**Salary:** \$0.00 USD Without Compensation

**Hours per week:** 40

***Duties, Accomplishments and Related Skills:***

- Provided IT maintenance, support, and instruction for staff during year of virtual instruction
- Created a social media presence to support the school community and student recruitment

- Assistant basketball coach: ensured appropriate academic progress, focused on skill development and team goals
- Substitute teacher K-Middle School

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***Team attendant***

**Erie BayHawk Basketball Team**

809 French Street

Erie, PA

**11/2019 - 3/2020**

**Salary:** \$35.00 USD Per Day

**Hours per week:** 16

***Duties, Accomplishments and Related Skills:***

- Setup & clean up for home games
- Assisted coaches and players with equipment and inventory
- Assisted visiting team as needed

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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***Junior Counselor CREATE Program***

**Mercyhurst University-Autism Initiative at Mercyhurst (AIM)**

501 East 38th Street Erie

Erie, PA

**5/2018 - 8/2019**

**Salary:** \$1,500.00 USD Student Stipend Paid

**Hours per week:** 35

***Duties, Accomplishments and Related Skills:***

- Job at college for two summers
- CREATE is a nationally acclaimed college readiness program for students diagnosed on the autism spectrum
- Ensured students were physically and emotionally stable
- Documented and tracked students in the program; modeled appropriate behavior in social, academic, and recreational settings

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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**Internships:**

***Sports Business and Marketing Intern***

## **Mercyhurst University Athletic Department**

501 E 38th St

Erie, PA

**1/2019 - 6/2019**

**Salary:** \$0.00 USD Without Compensation

**Hours per week:** 15

### ***Duties, Accomplishments and Related Skills:***

- Event and operations, setup and cleaning for home games
- Assisted athletics with live streaming of different sporting events
- Provided commentary on social media for sporting events

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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### ***Team manager (Intern)***

## **Mercyhurst University Division II Men's Basketball Team**

501 E 38th St

Erie, PA

**10/2018 - 11/2019**

**Salary:** \$0.00 USD Without Compensation

**Hours per week:** 15

### ***Duties, Accomplishments and Related Skills:***

- Assisted the coaches at games and practices
- Practice setup and breakdown
- Managed equipment

**Supervisor:**

**Okay to contact this Supervisor:** Yes

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## **Education:**

**Mercyhurst University** Erie, PA United States

Bachelor's degree 5/2020

**GPA:** 3.3 of a maximum 4.0

**Credits Earned:** 121 Semester Hours

**Major:** *Sports Business Management*

**Mercyhurst University** Erie, PA United States

Bachelor's degree 5/2020

**GPA:** 3.3 of a maximum 4.0

**Credits Earned:** 121 Semester Hours

**Major:** *Marketing*

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## **Job Related Training:**

- NASM (National Academy of Sports Medicine), Certified Personal Trainer (CPT) - 11/2021
- AED/CPR Certified - 11/2022
- Google I.T Support Professional Certificate — 12/2022
- Jason Dion Comptia Security+ (SY0-601) Training —12/2022
- Creating Strong Passwords—Security Awareness — 11/2023
- 2023 Kevin Mitnick Security Awareness Training — 11/2023

- Google Cybersecurity Certification — 01/2024
- Google AI Essentials — 05/2024
- ComTIA A+ — **IN PROGRESS**

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**Language Skills:** *American Sign Language (ASL) - Advance Proficiency*

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**Affiliations:** *National Academy of Sports Medicine - Member*

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