

Sean Pearson, IOM

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EDUCATION

Institute for Organization Management, US Chamber of Commerce
Nonprofit organization management professional development program

June 2010
Madison, WI

The College of William and Mary
Bachelor of Science in Computer Science and Elementary Education

May 2002
Williamsburg, VA

SKILLS

CSS, DMG Database System, Google Maps, HTML, Hootsuite, LinkedIn, Lotus Notes, Office, Pinterest, Quicken, Scantron Scanbook, Twitter, WordPress

WEBMASTER EXPERIENCE

Created and maintained seven individual nonprofit or education websites. In addition, maintained two additional websites. See <http://www.iollan.com/archive> for examples.

EMPLOYMENT EXPERIENCE

Associate Digital Network Manager

June 2013 - present

Assistant Community Manager

Nov. 2012 - May 2013

The Denovati Group, Chicago, IL

- Approve LinkedIn group membership, track related demographics, and moderate messages. Created related Google member map and update counts on weekly basis.
- Curate Pinterest activity, add new pins, engage followers, and follow pinners.
- Utilize Hootsuite to queue Twitter feed using LinkedIn group content, in addition to original content. Also, increase Twitter following count.
- Provide WordPress technical support for two Denovati websites, an online learning website, and one additional client website.

Achievements:

- Finalized Excel summary of all previous Pinterest related tweets.
- Performed restructuring of Pinterest account, creating new boards and refining pin locations. Concurrently, created inventory of all non original content to avoid duplication.
- Drafted blog posts related to lessons learned from restructuring activities.
- Assisted in company rebranding ensuring a smooth transition.

Supervisor, Education Records

Aug. 2008 - Dec.2009

Education Records Administrator

May 2007 - Aug. 2008

Education Records Coordinator

Aug. 2006 - May 2007

Institute of Real Estate Management, Chicago, IL

- Supervised all tasks related to post course processing and management of education related records. Hired, trained, and managed the Education Records Processor.
- Managed project to translate course evaluations into six languages and convert them into Scantron format. Provided vendor reference documents and obtained quotes and samples.
- Implemented "green" procedures by transitioning documents to online format, previously mailed documents to email format, and storing reports electronically.
- Served on the Web Team focusing on ensuring the accuracy of all education related items.

- Managed education records budgets totaling \$100,000.
- Processed all online, classroom, international, home study courses, and exams to ensure credit.
- Processed continuing education documentation requests for licensed students.
- Suggested association management system (DMG) upgrades to streamline course processing procedures such as changes in the data upload process and user displays.
- Updated DMG to accurately represent confidential personal information received from students from approximately 600 course annual offerings. Identified, condensed, and purged duplicate records.
- Coordinated administration of individually offered credentialing exams by managing the proctor program; renewing contracts, approving and assigning Proctors, tracking outstanding exams, and processing payments. Trained replacement on these tasks.
- Implemented online procedure to allow students to track processing of outstanding courses.
- Ensured accuracy of transcripts and generated them for submission to students or colleges.
- Coordinated weekly mailing of results and marketing documentation to students.
- Maintained and ordered inventory of post course processing materials.

Achievements:

- Analyzed current needs related to post course processing and compiled job descriptions for the Supervisor, Education Records and subordinate positions.
- Served on the review committee for a new learning management system, evaluated proposals, and participated in demos.
- Completed training on the KMx learning management system, and initiated a pilot to test moving exams from paper to electronic format.
- Served on review committee for the selection of a new association management system.
- Developed the process manual for education records staff and trained each new staff person on the position's responsibilities.
- Revised completion, processing, and result related materials for the premier designation's management plan requirement.

Office Services Specialist

Jamestown-Yorktown Foundation, Williamsburg, VA

Oct. 2004 - Sept. 2005

- Provided primary administrative support to the Office of Training and Special Services.
- Utilized Access to perform data entry of staff training information including registrations, cancellations, and attendance. Utilized mail merge to distribute class information to registrants. Provided departments with monthly attendance reports and generated transcripts as requested.
- Developed online training program by utilizing HTML and CSS to convert six tutorials into online modules, with interactive quizzes, and maintained these on the Intranet.
- Consulted with instructors to obtain class time, location, and delivery mode to reserve rooms and audiovisual equipment for an average of fifty quarterly training sessions.
- Developed four quarterly training catalogs by merging instructors' requests with course information from Access into Word.
- Scheduled bi-monthly meeting of the sixteen-member Training Advisory Committee. Composed and distributed agenda and minutes.
- Completed quarterly reports to track class trends, including attendance, evaluation, and cost, and subsequently reformatted this process to cut completion time by two thirds.

Achievements:

- Prepared and instructed one intermediate and two introductory classes on Outlook.
- Utilized Excel to compile a twenty-three page report comparing results from previous quarterly reports spanning a five-year period.

Third Grade Team Teacher

AWE Bassette Elementary

Hampton City Schools, Hampton, VA

Sept. 2002 - June 2003

- Fostered growth of technology by serving at the principal's request as a Technology Committee Co-Chairperson and as the school's technology facilitator.
- Facilitated the principal's goal of 100% staff completion of technology certifications by school year's end. Instructed teachers on integration of technology into lessons through staff development sessions, team meetings, and the creation of eight technology tutorials.
- Presented Science and Social Studies lessons in a visual and technical manner by creating interactive computer lessons displayed via a presentation television.
- Provided informal technical support based on request forms submitted from teachers and staff. Installed new software and trained teachers on utilization.

Achievements:

- Developed two technology related resources shared throughout the district: Science and Social Studies Inspiration Jeopardy games and an Outlook Express Tutorial.
- Coordinated with a technology administrator from a local college to help determine upgrades to the school's CCTV studio.

SPECIAL INTERESTS

- Interested in learning new technologies and techniques to improve workflow and customer experience.
- Expertise in Celtic culture and history. Maintain an online calendar of over 250 Celtic festivals and events from around the world.
- Served as Webmaster, Treasurer, and Youth Officer for a chapter of the Society for Creative Anachronism, a medieval recreation group.
- Served as Webmaster for the 2010 Midwest Institute class.
- Organized a 40 Year Anniversary and Reunion event for the William and Mary Science Fiction and Fantasy Club in 2013.