

## Sean Pearson, IOM

3102 Furman Ln Apt 401  
Alexandria VA 22306

<http://www.iollan.com>

703-772-9761  
[career@iollan.com](mailto:career@iollan.com)

### EDUCATION

**The College of William and Mary**, Williamsburg, VA May 2002  
Bachelor of Science in Computer Science; Secondary concentration: Elementary Education.

**Institute for Organization Management**, US Chamber of Commerce 2007-2010  
Nonprofit organization management professional development program. Madison, WI

### SKILLS

Versed in: DMG Database System, Securexam Grader, Office, Windows, Outlook, Lotus Notes, HTML, CSS, JavaScript, Quicken, KMx Learning Management System, Scantron Scanbook

### WEBMASTER EXPERIENCE

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

### EMPLOYMENT EXPERIENCE

**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 proper credit.
- Decrypted electronic exams with Securexam Grader.
- 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 IREM® members 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 new Student Liaison on these tasks.
- Implemented online procedure to track outstanding courses.
- Ensured accuracy of student transcripts and generated transcripts 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, evaluating proposals and participating in demos.
- Completed training on the learning management system KMx, 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 registered staff. 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*****Hampton City Schools, Hampton, VA**

AWE Bassette Elementary

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 in a Macintosh environment 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 and visiting Ireland. Maintain an online calendar of 200 Celtic festivals and events 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.