

Charlene Y. Edwards  
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**Objective:** Experienced professional seeking a position where accomplishments and creative thinking will provide an added contribution to the company.

### *Work Experience*

New York City Parks and Recreation  
Senior Computer Coordinator

Dec. 2011 to Present

- Recruit, train, interview, and supervise college and high school interns and technical assistants
- Design and create new technology programs, surveys and assessments for technology classes
- Provide technology support to recreation center management and recreation staff
- Plan and coordinate training for recreation staff
- Research and evaluate new technology curriculum for adults
- Coordinate community technology and business fairs, guest speakers, and special events
- Represent the center at internal and external meetings

New York City Parks and Recreation  
Computer Coordinator

Nov. 2000 to Dec. 2011

- Trained, recruited, interviewed, and supervised college interns and technical assistants
- Developed curriculum and taught computer skills to seniors, adults, teens, and children
- Trained teen and afterschool staff using Microsoft Office and digital technology
- Trained and assisted recreation staff using RecWare Recreation Management Systems
- Assisted in writing \$12,000 technology grant from the Beaumont Foundation of America
- Utilized Moodle Course Management System to create online communities
- Developed partnerships with nonprofit organizations and local technology centers
- Planned and organized city-wide technology special events
- Assisted in decision making regarding hardware and software purchases
- Updated website content using Parks & Recreation Content Management System

District 5 New York City Department of Education  
Substitute Teacher

Jan. 2000 to Jun. 2011

- Worked on a per diem basis, taught various subjects to students including Special Education classes
- Assisted teachers with the EPC/ECLAS program.

Public School 165 and Mott Hall II School  
Teacher (Internship)

Jan. 2003 to Jun. 2003

- Taught Math, English, Science, History, and test preparation skills for 6th grade
- Participated in staff development, staff meetings, and parent teacher conferences

Even Start Public School 79  
Computer and Technology Teacher

Jan. 2000 to Nov. 2000

- Taught basic and advanced courses to adults including computer skills, resume writing, business letters, keyboarding, and interviewing techniques.
- Evaluated and suggested software for purchase, installed software and hardware, set up and organized computer lab for adult education.
- Set up and assigned users and passwords for Mac computer lab and assisted the technology consultant.
- Trained teachers and early childhood parents computer and digital technology skills.

### ***Education and Certifications***

Masters of Arts in Educational Technology, Anticipated August 2012  
Michigan State University, GPA 3.8

Masters of Science in Elementary Education  
City University of New York/City College, GPA 3.5

Bachelors of Science Degree in Business Information Systems  
Virginia State University

Graduate Certificate in Educational Technology: Michigan State University, GPA 4.0, 2010  
Certificate in Online Instruction: University of Central Michigan, 2011  
Certified Administrative Professional: NYC Citywide Administrative Services, 2009

### ***Presentations and Conferences***

Fitness for Seniors, May 2009  
Presenter at the 50+ Fitness Program sponsored by the New York Public Library

Microsoft Office for Educators, May 2006  
Presenter at the Adult Basic Education Conference, New York, NY

Sex Today: Parents Speak Out, April 2005  
Invited Panelist at Harlem Tap, Harlem Hospital, New York, NY

Hansborough Recreation Center: Providing Technology for the Community, April 2004  
Presenter at the Beaumont Foundation of America Grantees Technology Summit, New York, NY

Focus group at New York Cares Technology Partner Program sponsored by Baruch College, New York, NY, October 2002

### ***Professional Affiliations and Volunteer Experience***

International Society for Technology in Education (ISTE)  
American Society for Training and Development (ASTD)  
Volunteer Team Leader for New York Cares