

DeShea A. Simon

Objective

Seeking a career opportunity which will challenge my ability to make effective decisions and assist others in educational growth and career development.

Experience

Hampton University

Computer Information Systems Instructor, December 2006-Present

Instruct classes in the areas of Information Systems and Systems Applications

Establish learning objectives and goals for instruction

Design and develop instructional material and course curriculums

Newport News Public Schools

Technology Trainer/Coordinator, March 2004-December 2006

IT Fundamentals Teacher

Responsibilities:

Coordinated training classes for NNPS Staff

Facilitated training functions and responsibilities to the school Integration Specialist

Established learning objectives and goals for training end-users

Designed and develop training materials and course curriculums

Presented training sessions to various employee groups

Nextel Communications

Reporting Analyst, October 2000-March 2004

Responsibilities:

Acceptance testing for newly designed systems and processes

Initiated weekly meetings and conferences on technical project planning and implementation

Collaborated with Senior Management on the design of high level dynamic reports, reporting procedures and innovative strategies

Supervised system rollouts and computer related projects center wide

Collected and analyzed the validity of information for upper level management

Queried Systems to pull desired information for upper level Management

Created databases using Access software for internal use

Assessed technology for call center environment effectiveness

Re-imaged center machines, Installed and connected CPUs to center network , troubleshot and configured hardware / software and administer network rights center wide

Trained Management and new end users on various databases and system tools within the center

Assisted patrons with various database issues and applications housed on the network

Designed year at a glance profile book for the center

Education

Capella University, PhD Management of Information Technology, currently attending

Strayer University, MSIS Management of Information Systems, 2002

Christopher Newport University, BSBA Business Administration, 1999

Skills

Microsoft Office, Access, Word Perfect Corel, PageMaker, Dream Weaver, FrontPage, Flash, Vantive, Oracle Collaboration Suite, Moodle, Blackboard, Web CT

Windows 9x, 2000,XP, Mac OS, Unix

VBA,VB,C++,HTML