

SHARON MISTRETТА
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SUMMARY OF QUALIFICATIONS

Creative Educational Staff Developer adept at converting lesson plans into student-centered instruction that achieve a desired mission of learning through the use of technology. Skilled at collaborating with faculty in the creation of successful lesson platforms using a variety of technology resources. Well versed in project and team management techniques.

Expertise includes:

- establishing a core team of school administrators and faculty
- reviewing the precepts of student-centered instruction with the core team
- evaluating existing lesson plans to determine a transition to technology based learning
- instructing faculty in the creation of technology based lesson platforms
- creating a community of practice within the faculty to increase expertise in technology

EDUCATION

Columbia University, Teachers College, New York, NY
Masters of Arts in Computing in Education, May, 2008

Fairleigh Dickinson University, Teaneck, NJ
Bachelors of Arts in English Literature, 1979

RELATED EXPERIENCE

[Reach the World Organization](#), New York, NY
Intern with Columbia University, Teachers College, 2006 – 2008

- Created student-centered lesson plans which utilize software and internet-based technology with teachers in the New York City Public School System.
- Used Excel spreadsheets as data bases imbedded with online links. Developed an Excel based lesson to learn about water quality tests conducted by the Reach the World crew of the Makulu on four rivers in Africa. Students follow online links to water test explanations, enter data compiled by the Makulu and graph results.
- Developed online wiki platforms such as [Choice, Control & Change](#) – An Inquiry-Based Science and Nutrition Program. Assisted teacher in organizing class into responsibility groups. Maintained wiki platforms for student input of required activities.
- Developed online webquest entitled "[Let's Learn About New Jersey](#)"
- Developed a Legacy Instructional Design Model for a student centered [Astronomy Unit](#)

Our Lady of Mercy Parish, Park Ridge, NJ
Website Administrator, 2005 - 2007

- Maintained website to increase community involvement and showcase our Parish School and various Ministries.

Immaculate Heart Academy, Township of Washington, NJ
Co-Chair, 2003 - 2007

- Coordinated the portion of the Treasures of the Heart Auction which interacted with the school's thirty homerooms and community donations to develop basket themes. Coordinated the purchase of items to be auctioned. Designed, wrapped and displayed the baskets for the final event.

Our Lady of Mercy Interparochial School, Park Ridge, NJ
Chair, Hall of Fame, Alumni Association, 2001 - 2006

- Developed and organized all aspects of the Alumni Hall of Fame which provides positive role models for the students. Delivered speeches to assembled student body and faculty about honorees.

Chair, Our Lady of Mercy Building Enhancements "Doorbucks" Campaign, 2001 - 2007

- Developed the fundraising strategy for the replacement of all external doors in the school complex through the sale of sponsorships and dedications to the community.
- Coordinated the scheduling of contractors and volunteers to remove the old entrance materials and install new doors.

Member, Our Lady of Mercy Advisory Board, 2001 - 2006

- Sought and wrote grants on behalf of the Board

Programs Coordinator, 2000 - 2006

- Scheduled and supervised parent volunteers to monitor Kindergarten students during in-class lunch period and recess.
- Recruited outside firm to teach band to students, presented concept to administration, assisted in the implementation of the program.
- Sought out, assembled and managed subcommittees and implemented program as Co-Chair of American Girl Fundraisers.
- Developed and recorded Community Statistics and Graphs for final report for Middle States Re-Accreditation. Produced and presented school history at the Final Review Meeting.

OTHER EXPERIENCE

Project Manager, United Jersey Bank, Ridgefield Park, NJ
Project Manager, 1984 – 1992

- Managed the conversion of the paper intensive, manual Letter of Credit, Direct Leasing and Asset Based Lending Departments to automated systems.
- Planned, oversaw and implemented all aspects of the project including initial feasibility study, selection of software and hardware, development of conversion strategies and training of staff.

Manufacturers Hanover Trust, New York, NY
Technical Officer, 1981 - 1984

- Designed, wrote, implemented and supported Bank's Online International and Domestic Funds Transfer Systems.

Datamatics Consultants, Englewood Cliffs, NJ
Senior Programmer/Analyst, 1979 – 1981

- Designed, wrote, implemented and supported software Firm's Clients' business application software.

AWARDS

Our Lady of Mercy Interparochial School Principal's Award, 2001 and 2002

TECHNOLOGY SKILLS

Proficient in Microsoft Office Suite, Dreamweaver, Java, HTML, Inspiration, TimeLiner, Wikis, Webquests, Endnote, Data Harvest Handhelds with Flash Logger sensors, Smart Board, well versed in using the Internet as an educational resource.