

CHARLENE PATTEN

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TECHNOLOGY COMPETENCIES

- Interactive Whiteboards (SMART, Promethean, Mimio)
- Document Cameras (ELMO)
- Google Apps for Education (Drive, Blogger, Sites, etc.)
- iOS 6.1.5 iPad, MacBook)
- Tablets (iPad, Windows Surface, Chromebook)
- Social Tools (Edmodo, Facebook, Twitter)
- Student Response Systems
- Web 2.0 (Prezi, Pinterest, Voki, Educreations)
- Video Conferencing (Skype)
- Microsoft Suite (PowerPoint, Excel, Access)

EDUCATION

2013

Master of Arts: Educational Technology
Michigan State University-Online

Click [here](#) or visit <http://cmpatten.weebly.com/annotated-transcript.html> an annotated transcript of my coursework.

2006

BBA: Professional Sales & Marketing
The University of Toledo-Toledo, Ohio

PROFESSIONAL EXPERIENCE

May 2012 - Current

Director, K-12 Outreach & Professional Development

WGTE Public Media-Toledo, Ohio

- Oversee the development, acquisition and distribution of print materials to support outreach usage.
- Oversee the design and delivery of workshops to educators, classroom teachers and education students to promote the use of instructional technology in the classroom.
- Serve as project director for grant funded educational projects and other grant funded projects as required.
- Facilitate the work of the outreach center staff, including communications, marketing, and professional development opportunities.
- Implement and conduct an annual utilization survey and analyze the results in order to improve existing services and respond to client needs.
- Serve as liaison between WGTE and school personnel throughout northwest Ohio and southeast Michigan and Ohio Department of Education.
- Establish and maintain a rapport with school administrators to increase their knowledge and commitment to the use of instructional technology.

Aug. 2008 – May 2012

Education Resource Specialist

WGTE Public Media-Toledo, Ohio

- Developed, scheduled and administered professional development workshops for K-12 educators and administrators.
- Consulted with schools and/or school districts to support technology integration and 21st century skills.
- Created and delivered monthly and quarterly marketing materials for distribution to 200+ schools in Northwest Ohio.
- Oversaw marketing of professional development on WGTE K-12 website page.
- Developed, coordinated and organized grant funded programs.
- Responsible for promotion of educational programs and opportunities in the Educational Resource Center.

Aug. 2007 – Aug. 2008

Regional Account Executive

SmartEd Services-Toledo, Ohio

- Demonstrated and promoted products and service solutions for the K-12 environment.
- Contacted via email and telephone schools in assigned territory.
- Conducted training sessions on products to clients.
- Demonstrated educational technology products including SMARTBoards, document cameras, projectors, and student response systems to various schools in Northwest Ohio.
- Maintained quarterly demonstration numbers and sales.

June 2006 – Aug. 2007

Admissions Representative

ITT Technical Institute-Toledo, Ohio

- Prospected for potential student candidates to obtain commitments to purchase school's services and attend classes.
- Used telephone and email to identify and interview interested candidates to determine their educational needs.
- Verbally communicated approved presentations to promote programs to prospective students.
- Generated referral business consistent with company goals.

COMMUNITY INVOLVEMENT

- Alpha Kappa Psi (Gamma Eta Chapter) Alumni BIG
- Northwest Ohio Advisory Board Committee Member

AFFILIATIONS

- ISTE-International Society for Technology Education
- Quality Matters Program