

Sherril L. Rickman

253 Post Road, Roanoke, Virginia 24019
540.915.7883 | srickman40@gmail.com

WORK EXPERIENCE

Business and Information Technology Teacher

Roanoke County Public Schools – Burton Center for Arts & Technology – Salem, VA

Center for Mass Communication – Digital & Web Design I & II

Jobs for Virginia Graduates Specialists (grant supported program)

August 2009 to Present

- Implement instructional strategies, which saw 90% of students pass performance testing over the past three years with an average score of 92%.
- Develop and organize class information/content using Blackboard, OneDrive and Class Notebook
- Utilize a variety of Web 2.0 tools to engage students and assess their learning
- Strong ability to learn and teach new software applications
- Coordinate field trips and guest speakers that extend and connect classroom learning
- Participate in and seek out professional development opportunities to remain current in subject matter
- Maintain data for grant supported program earning the “5-of-5” Performance Outcomes Standards Award for the following years, 2010 - 2012, 2016
- Provide extra support to at risk students regarding the value of workplace readiness skills

Individual Student Alternative Education Coordinator (ISAEP)

Roanoke County Public Schools – Burton Center for Arts & Technology – Salem, VA

Manage all aspects of the VDOE grant funded program for students at risk of dropping out of school ages 16 to 18.

August 2009 to Present

- Review student ISAEP applications for eligibility and entry into the program
- Communicate with parents/guardians, social workers, school counselors and administrators regarding student acceptance into the program
- Coordinate initial eligibility testing for the student
- Facilitate contract enrollment meetings for qualified students
- Supervise a staff of 4 that has seen an 88% pass rate on the GED this year
- Maintain student records in accordance with state law
- Oversee grant and local budgets used to support the ISAEP program
- Responsible for writing, allocating the budget and submitting the yearly grant application to the VDOE
- Assist students in applying for the appropriate GED testing accommodations as needed
- Successful transition of program testing environment from paper/pencil to computer testing in 2014
- Provide training and professional development opportunities for staff

Business and Information Technology Teacher

Roanoke County Public Schools – Glenvar and William Byrd Middle Schools – Salem and Roanoke, VA

August 2008 to August 2009

- Develop lesson plans, assess student learning and provide classroom instruction
- Served as part-time computer coordinator

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Administrative Assistant

Benefit Strategies, Inc. – Roanoke, VA

August 2005 – August 2008

- Processed daily transactions via web-based requests
- Provided customer service regarding online trading tools
- Reconciled retirement benefits and prepared trust accounting
- Prepared tax forms and quarterly statements
- Worked with the investment advisor to provide fund updates and realignments

Media Assistant

Radford University Athletic Media Relations – Radford, VA

September, 2003 – July, 2005

- Primary media contact for track & field, cross country and swimming & diving
- Employed Quark and Photoshop to write, design and edit publications
- Utilized GoLive to maintain and update the athletic website
- Served as color analyst for women's basketball games providing knowledge to listeners
- Organized interviews between media outlets and student athletes

EDUCATION

Master of Business Administration, M.B.A

Radford University, Radford, VA 2003 to 2005

Bachelor of Science in Information Science and Systems

Radford University, Radford, VA 1999 to 2003

CERTIFICATIONS/LICENSES

- Post Graduate Teaching License Business and Information Technology – July 2016 to June 2021
- Post Graduate Teaching License Computer Science – July 2016 to June 2021
- Internet and Computing Core Certification, 2012

QUALIFICATIONS

- Proficient in Microsoft Office Word, PowerPoint and Excel
- Utilize Adobe applications such as Photoshop, Illustrator, InDesign and Dreamweaver
- Knowledge of HTML 5 and CSS3
- Experience working in Content Management Systems such as WordPress
- Familiar with OS X and Microsoft Windows based operating systems

AWARDS & RECOGNITIONS

- Jobs for Virginia Graduates - "5-of-5" Performance Outcomes Standards Award, 2010 - 2012, 2016
- Jobs for Virginia Graduates Outstanding JAG Specialist Award, 2012 & 2016
- Golden Apple Award for Teaching Excellence, 2013 - A top 20 finalist