PAULA FORDIN

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Strengths

- Genuine love of teaching, learning, and people
- Proven ability to quickly absorb and generate ideas
- Organizing processes, defining procedures, understanding concepts and articulating them to others, with a solid record of result-oriented accomplishments
- Comprehensive knowledge of software and hardware development from machine code to user interface
- Outstanding written and verbal communication skills
- Extensive customer exposure and interaction
- Capacity for working effectively with all levels of management
- Managing groups, projects, and products across organizations and corporations
- Successful management of multiple, diverse projects

Expertise

- **Software**
  Microsoft Windows, Macintosh, UNIX, MS-DOS, Word for Windows, FrameMaker, Visual Basic, PowerBuilder, PowerPoint, Freelance, Emerald, Keyfile, OPEN/Image, Excel, Ami Professional, Visual Memory, HTML, "C", PL/1, PLM, JOVIAL, FORTRAN, 80286, 8080, 3270, VS Assembly, various CD-ROM-based reference & educational software (Compton s, Grolier, KidPix, Magic School Bus, etc.)

- **Hardware**
  IBM-compatible PC's, Macintosh, Motorola 68000 series, OIS, VS, IBM 370, CDC Cyber, Wang Professional Image Computer (PIC), imaging peripherals, printers, modems, tape drives, disk drives, Z-bug and Intel hardware debuggers

Hollis/Brookline Cooperative School District   August 2002-Present

7th and 8th Grade Mathematics Teacher

- Teach and develop curricula for all levels of 7th and 8th grade mathematics classes
- Involved in curriculum mapping and student placement

Hollis School Board   March 1998-June 2002

Vice-Chair

- Member of HSB focused on implementing coordinated, rigorous curriculum, while appropriately challenging all students

Hollis School District   September 1996-November 1997

Computer Teacher

- Taught computer skills and programming to Grades 3-6
- Co-chairperson of Technology Task Force
- Generate 80 page technology report for K-12 curriculum and equipment purchases - first technology plan ever to be unanimously endorsed by three different school boards
- Develop cabling specification for three-level school

GemSoft Corporation   September 1994-August 1996
Marketing Director

- Integrated product using SmartPad software
- Developed and delivered training to users
- Developed marketing materials, including brochures, packaging, signage, etc.
- Wrote technical and end-user manuals
- Presented at trade shows, conferences, seminars, and end user conventions
- Generated and followed up sales leads

Wang Laboratories, Inc.   January 1994-August 1994
Technical Education Specialist, CIC Program

- Trained users how to image-enable their software
- Developed workflow courseware for CWC Program
- Wang hired two people with complementing skill sets to replace me when I left

Keyfile Corporation   January 1992-December 1993
Education Specialist, Professional Services   *11/92-12/93*

- Grew and managed the Keyfile Education Department
- Developed courseware for internal and external use
- Developed Keyfile Certified Education program, including curricula, courseware, and pricing
- Negotiated with Distributors for courseware
- Trained and developed trainers
- Taught over 500 resellers and end-users how to use and sell Keyfile
- Developed and delivered Keyfile Fundamentals, Workflow/KOALA , sales and custom courses
- Designed and developed the End User and Applications Development courses

Applications Engineer, Marketing Department   *1/92-11/92*

- Developed front-end applications in Visual Basic for both pre- and post-sales efforts
- Performed quality assurance on the Keyfile product
- Wrote the Keyfile Desktop Tool Guide (one of four system manuals)
- Wrote video and trade show scripts; created demos and demo volumes
- Presented product at trade shows and sales briefings
- Coordinated the Executive Briefing Center activities
- Worked with clients to understand and solve their business problems
- Worked on the Customer Support lines

Wang Laboratories, Inc.   October 1982-December 1991
Marketing Manager, Research and Development   *2/90-12/91*

- Managed product and marketing materials for a new word processing package. Responsibilities included writing/coordinating six brochures, demo disk, marketing folder, sample output, competitive literature, reprints, and sales roll out kit. Also, product package and design, promotional and upgrade policies, advertising firms (Hill-Holliday), developed reseller education courses, technical documentation, coordinated trade shows, and presented product regularly to select, critical accounts

Principal Software Engineer, Research and Development   *5/89-2/90*

- Successfully led a team of software engineers in designing translators
- Created a user interface to a proprietary database under Microsoft Windows
- Initiated document management research

Section Manager, Research and Development   *10/86 5/89*

- Hired and managed a group of 12 engineers and consultants to provide software support and development of OIS, Alliance, WP Plus, customized applications, training and documentation

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Senior Software Engineer, Research and Development — *10/82 18/86*

- Developed error, I/O, document access, and translation libraries; designed a font system
- Designed and implemented utility programs (compact, recovery, and "specials")
- Designed and developed code for an Arabic editor
- Developed and tested code for numerous peripheral devices, using hardware debuggers

Nixdorf Computer Corp. — October 1980-October 1982

Software Engineer, Research and Development

- Designed and implemented a mathematics package, printer code and block functions for a stand alone word processor
- On-site/ campus recruiting
- Taught programming courses to internal staff

Raytheon Missile Systems — June 1978-October 1980

Software Engineer, Research and Development

- Designed functions and libraries for the Patriot Missile Program
- Handled campus and on-site recruiting
- Taught various courses to internal staff

Education

- Taught various courses to internal staff
- **University of New England**   Masters +20 in Education, 2007
- **University of Lowell**   Bachelor of Science in Math and in Secondary Education, 1978
- **University of Lowell Graduate Program**   Courses toward an MSCE
- **Simmons College Graduate Program**   "Managing With Influence"
- **Boston University Graduate Program**   "Local Area Networks"
- **Rivier College**   Courses toward an MBA
- **Wang Laboratories   Technical and management courses**

Recognition

- Asked to join Board of Directors at GemSoft Corporation
- Consistently outstanding feedback (in the form of customer surveys, student questionnaires, etc.) for classes I taught and courseware I developed
- Numerous laudatory letters regarding customer satisfaction in resolving problems
- Sent to Bahamas as part of recognition for Keyfile 2.0 effort
- Continuously rewarded for outstanding individual achievements through bonuses, stock, stock options
- Many R&D individual and team awards for various projects

References available upon request