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Patrick H. Gunn

- Objective To obtain a position that will allow me to be actively involved in Organization Development and Training; including Performance Improvement Consulting and Instructional Design.
- Education
- May 2005(Candidate) University of North Carolina at Wilmington *Wilmington, NC*
- M.S. Instructional Technology
 - Business and Industry Focus
 - 3.7/4.0 GPA
- May 2000 University of North Carolina at Wilmington *Wilmington, NC*
- B.S. International Business
 - Concentrations in Accounting and Philosophy
- Professional Skills
- Needs Assessment/Analysis
 - Instructional Design and Development
 - Implementation
 - Evaluation (formative and summative)
 - Microsoft: Project, FrontPage, PowerPoint, Excel, Access, Word, Outlook
 - Adobe: Premiere, Illustrator, PhotoShop
 - Macromedia: Flash, DreamWeaver, Contribute, AuthorWare
 - WebEx
 - HTML code
 - Basic Java Script
 - ASP
 - High Level Graphic Design and Web Design
 - Lotus Notes
 - PC Installation and Maintenance; Network Installation and Maintenance
 - Adult Education and Training
- Work Experience
- 2005 – Present UNCW Information Technologies *Wilmington, NC*
- Senior Web Development Consultant
- Assist University departments with design and development of their websites
 - Conduct Needs Assessment for each department
 - Design web templates for Information Technologies Division
 - User Interface Designer

2004 – Present Cape Fear Community College *Wilmington, NC*
Instructional Technology Instructor

- Teach educators use of instructional technology programs and software
- Demonstrate effective instructional strategies through the use of computer applications
- Design, Develop, and Implement learning and delivery strategies
- Assess needs and make recommendations to department for future topics and strategies

2004 – Present UNCW Watson School of Education *Wilmington, NC*
Graduate Assistant

- Research (Mostly Grant Writing) Assistance for the Associate Dean
- MS office applications
- Instructional Design and Development
- E-Learning
- Technical support

Summer 2004 Regions Financial Corporation *Birmingham, AL*
Organizational Development and Training Intern

- Instructional Design and Development
- Training Needs Assessment/Evaluation
- Assisted in restructuring Training Operations due to merger acquisitions
- Consulted with Subject Matter Experts

2003-Present NC High School Athletic Association *Chapel Hill, NC*
Student Services Facilitator

- Facilitate Training Sessions for Coach and Captain Retreats
- Offer feedback on Training Material content (Manuals, handouts, job aids)
- Offer feedback on delivery methods of training
- Actively promote Student Services Programs in respective regions

2003-Present UNCW Department of Athletics *Wilmington, NC*
Student Athlete Study Hall Monitor/Tutor

- Facilitated study hall sessions for university student-athletes
- Tutored students in numerous subjects as needed
- Maintained a spreadsheet which included each student-athlete to ensure that they met their hourly requirements each week to remain eligible in their sport
- Served as an advisor/mentor to athletes

2002-2003 Pender County Schools *Hampstead, NC*
Adult Computer Skills Trainer

- Performed Adult training in basic computer skills including Operation, Troubleshooting, MS Office, Multimedia production, and Internet
- Co-Designer of Instructional Content and Delivery strategies for all Trainers
- Offered recommendations for future training agendas

2001-2004 Topsail High School *Hampstead, NC*
Business Teacher

- Taught Accounting, Computer Applications, and Career Development
- Head Coach: Track and Field, Cross Country, and JV Boys Basketball
- Assistant Coach: Varsity Football and Varsity Basketball
- ROCAME Advisor (Engineering and Business Club for Minority Students)
- Improved Test Scores in each of course taught by at least 15%

2000-2001 Alphagraphics, Inc. *Wilmington, NC*
Accounting Technician/Key Operator

- Responsible for all Accounting duties including Accounts Receivable, Accounts Payable, Waste Prevention, and Inventory
- Supervised Customer Service Representatives
- Managed major print jobs for clients
- Maintained print equipment (repairs, upgrades, etc.)

1999-2000 UNCW Student Government *Wilmington, NC*
Student Body President

- Oversaw budget of over \$380,000
- Liaison between students and Administration
- Converted from Bi-Cameral to single body
- Made over 20 major changes/improvements to campus/student life

1999-2002 HitchaOff Entertainment *Wilmington, NC*
Chief Financial Officer/Talent Coach

- In charge of all financial duties
- Met with clients for organizing business ventures
- Recruited, Trained, and Advised artists in areas of entertainment, business, and social skills

1996-1999 UNCW William Randall Library *Wilmington, NC*
Librarian Assistant/Reserves Desk Supervisor

- Library Database Management
- Trained new workers
- Supervised Reserves Desk and Maintained Technology
- Named Student Employee of the Month

Extracurricular
Activities

- Alumni Board of Directors
- UNCW Athletics Study Hall Director
- UNCW Board of Trustees
- Founder of the Crystal Leigh Smith Scholarship Fund

Extracurricular
Activities
(Cont'd)

- SGA House Ethics Committee Chairperson
- Vice-President and Chaplain of Alpha Phi Alpha Fraternity
- NC Student Advisory Council
- Azalea Festival Multicultural Committee
- NC Association of Student Governments
- Executive Vice-President of The Society for the Advancement of Management
- UNCW International Cabinet
- Campus Radio DJ
- Organization for Latin America Students
- Black Student Union
- Society for the Ethical Treatment of Animals
- UNCW Heritage School Leader
- Southeastern African American Student Leadership Conference Delegate
- UNCW Athletic Council
- UNCW Student Relations Committee
- High School standout in Football and Track and Field

Honors/Awards

- German Language Proficiency Certificate
- Deans List for Academics
- Minority Achievement Scholarship
- SGA Outstanding Chairmanship Award
- Minority Achievement Award for outstanding academics and leadership
- Cameron School of Business Departmental Scholarship
- Cameron School of Business Achievement Scholarship
- Track and Field Scholarship
- SGA House of Representatives Outstanding Leadership Award
- NC Educators' Technology Proficiency Certificate
- Watson School of Education Most Outstanding Academic Award
- Coca-Cola Golden Helmet Award in High School Football
- Jane Logan Lackey Scholarship
- Watson School of Education Graduate Performance Grant

References

See Portfolio "Professional References"