

# RUTH GRAYBERG, M.Ed., MCP

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## SUMMARY OF EXPERIENCE:

Over 25 years of teaching experience including course development, delivery, needs assessment, evaluation, and counseling. Student populations include adult education, corporate employees, manufacturing employees, adult volunteers, college students (undergraduate and graduate), vocational schools, and students in grades PreK-12. Am an Educational Consultant for Middle States Association of Colleges and Schools.

## EDUCATION:

M.Ed. in Adult Education, 1990  
Virginia Commonwealth University, Specializing in Human Resource Development

Graduate Certificate: E-learning and Online Teaching, 2012  
University of Wisconsin-Stout (15 credit hours)

B.S. in Psychology, 1986  
Virginia Commonwealth University, Cum Laude, Psi Chi

Certificate: Network Administration, 2006  
Passaic County Community College (12 credit hours)

*Certifications:* NJ teaching certificate (Computer Science, K-12)  
MCDST: Microsoft Certified Desktop Support Technician - WinXP  
MOS: Microsoft Office 2000 – Expert  
(Am willing to update certifications)



*Software:* Windows XP/Vista/7; MS Office 2000 through 2010; SmartBoard Notebook; Medisoft v 16; Prezi; familiar with Diamond D and PowerSchool school administration software;

## EXPERIENCE:

Associate Professor  
Eastwick College, Ramsey, NJ  
2006 to present

Design and deliver classroom instruction on the college level in basic computer concepts, *Microsoft Office 2010*, *Medisoft* billing software, cultural diversity, and developmental psychology to students preparing for careers in the medical field. Responsibilities include needs assessment, classroom instruction, software troubleshooting, and student evaluation.

Instructor  
PC Horizons, Totowa, NJ  
2000 to 2002, 2007 to 2008

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Deliver classroom instruction in keyboarding, applications, Internet, and graphics for grades K-8 in parochial schools in northern New Jersey. Responsibilities include classroom instruction, curriculum development, and classroom management.

Instructor

St. Rose of Lima School, Short Hills, NJ  
2002 to 2006

Deliver classroom instruction in keyboarding, applications, Internet, and graphics for PreK4 - 8<sup>th</sup> grade and in mathematics for middle school (grades 6-8) students. Responsibilities include curriculum development, needs assessment, creation of classroom materials, preparation of classes, delivery of instruction, hardware and software troubleshooting, evaluation, and to provide professional development for faculty and staff.

Instructor

University of Virginia, Richmond Center, Richmond, VA  
1998 to 2000

Prepare and deliver classroom instruction for the *Information Technology Certificate* program, a graduate-level program for people in the education field. Courses focus on using word processing, spreadsheets, databases, multimedia, and the Internet in the classroom.

**Other Relevant Experience: (1986 to 2004)**

IT Instructor

DataQuest Systems, Fairfield, NJ

Computer Instructor (K-12)

Rudlin Torah Academy, Richmond, VA

Instructor – Industrial Psychology

John Tyler Community College, Chesterfield, VA

Computer Teacher (9-12)

Chesterfield County Schools – Meadowbrook High School, Chesterfield, VA

IT Instructor (Adults – Corporate)

ExecuTrain, Inc., Richmond, VA

IT Instructor (Adults – General)

Chesterfield County Public Schools Adult Education, Chesterfield, VA

Technical Training Specialist (Adults – Corporate)

Sovran Bank, Richmond, VA

**PROFESSIONAL ORGANIZATIONS:**

Computer Science Teachers Association (CSTA, an offshoot of ASM)

National Educational Computing Association (NECA)

New Jersey Association for Educational Technology (NJ AET)

National Educational Computing Association (NECA)  
Society for the Teaching of Psychology

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