

Timothy P. Mangan II

EDUCATION

Northern Illinois University – DeKalb, May 2005.
Master of Science – Educational Administration

University of Wisconsin - Madison, December 1990.
Bachelor of Science – Secondary Education, English

Certification: Illinois Type 09, English and Spanish grades 6-12,
Social Science grades 6-8. Illinois Type 75, General Administrative, expected May 2005.
Wisconsin English/Language Arts grades 6-12, expired 1995.

PROFESSIONAL POSITIONS

Web Design Instructor, Blackhawk Technical College, Janesville, Wisconsin, September 2005 – October 2005

Freelance Web Designer and Computer Consultant, Freeport, Illinois, 2001 - present

English Teacher, Freeport High School, Freeport, Illinois, August 1992 – present

Speech Instructor, Highland Community College, Freeport, Illinois, Summer 1997 – Spring 1999

TECHNOLOGY EXPERIENCE

Technical Support and Training

- Served as a member of a committee to review and assess software needs for teacher recordkeeping.
- Created a user-guide for the Skyward attendance and gradebook program. Distributed daily tips via e-mail to over 100 faculty and staff members at three school buildings. Used feedback from teachers to improve and plan additional instruction.
- Provided technical support via e-mail and personal tutoring for the Skyward gradebook program to administrators, teachers, and staff.

Web Design

- Designed web pages and text for business advertising.
- Created and formatted layout, navigation, and graphics.
- Edited and optimized images for web presentation.
- Secured web hosting: uploaded files, configured CGI scripts for form entry and php scripts for discussion forum and image gallery.
- Taught courses in web design and computer software use.

Computer Repair and Maintenance

- Installed recordable CD-Rom drives, hard drives, video cards, desktop memory, notebook memory, motherboards, power supplies, and other computer components.
- Cleaned computers internally and externally.
- Optimized computer systems by removing extraneous software, installing anti-spyware and anti-virus scan software, and tweaking startup options in configuration settings.
- Installed operating systems, hardware drivers, and numerous software programs.

Networking

- Installed home and small business networks including high-speed Internet services, wireless and wired routers. Diagnosed and serviced malfunctioning wireless and wired networks.
- Worked with networks as both a user and a network manager. Adjusted settings for Novell login process to enhance security at student workstations.

TEACHING EXPERIENCE

- Designed and implemented a course in Technical Writing and Web Design. Researched and recommended software. Wrote budget proposal. Coordinated software purchase and hardware upgrade. Interviewed internal clients and supervised web design and technical writing of web sites.
- Rewrote the Freeport High School Writing Style Guide and English Department policies regarding student research and composition.
- Developed quarterly assessments for 10th grade English courses, analyzed data, and used item analysis to create lessons to address student deficiencies.
- Team taught and planned Regular Education Initiative courses to meet the needs of Special Education students in an inclusion setting.
- Implemented activities to meet diverse student learning styles including lessons using graphic organizers, music, artistic representations, and cooperative learning.
- Conducted research, analyzed data, and provided recommendations for changing graduation requirements and providing a necessary student support network.
- Conducted ISAT district-wide writing instruction workshops for 20-30 third grade teachers.

PUBLICATIONS

"Portfolio Assessment in the Debate Class." **The Rostrum**. May 1999.