

ALLISON WEISS
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PROFILE

Spanish instructor and education technology professional with two years of experience in K-12 technology integration, five years of experience in higher education student services, and ten years of experience in administrative roles for non-profit and corporate ventures.

EXPERIENCE

Illinois Wesleyan University Normal, IL August 2009 – Present
Language and Technology Coordinator, Hispanic Studies Department

- Teaches undergraduate students in 100-, 200-, and 300-level Spanish courses
- Supports adjunct instructors and develops a community of practice to improve classroom teaching
- Administers online Learning Management System for introductory Spanish students
- Consults with and provides training for 22 language faculty on technology in the classroom
- Designs and implements curriculum for introductory sequence for 18 sections annually
- Directs Language Resource Center, trains and supports Spanish language tutors
- Serves on IWU Teaching, Learning and Technology Roundtable

University of Chicago Laboratory Schools Chicago, IL July 2007 – June 2009
World Language Lab Technology Coordinator, World Languages Department

- Maintained and deployed G5 Xserve, 30 Intel iMacs, 2 G5 towers, 6 Mac minis, 2 printers, and a variety of peripherals (iPods, headsets, scanner, USB microphones, video and still digital cameras, Apple TV, projectors, tripods, external hard drives, etc.)
- Designed monthly professional development training for 21 World Language teachers
- Tracked teaching improvement efforts using Twitter and GoogleDocs
- Consulted daily with teachers on technology integration and technology skills development (over 40 different software applications regularly used)
- Published blogs and wikis for parents, students, and teachers (<http://blogs.ucls.uchicago.edu/wll>, <http://blogs.ucls.uchicago.edu/yuperstar>, <http://worldlanguagelab.wikispaces.com>)
- Presented and attended language and educational technology conferences
- Stayed up-to-date on a wide selection of Web 2.0 tools and services
- Acquired new furniture, hardware, and software for lab space

University of Chicago Booth School of Business Chicago, IL January 2006 – June 2007
Computing Assistant Lead & Financial Assistant

- Trained, scheduled, and supervised 30+ computing assistants in Harper Center (campus) and Gleacher Center (downtown) computing labs
- Resolved HR concerns, reinforced expectations, and clarified policy
- Assisted students with computing, printing, and connectivity questions
- Kept detailed log of all incoming and outgoing accounting charges for computing services department
- Reconciled monthly ledger and processed departmental orders and reimbursements

Novellus, Inc. Portland, OR May 2005 – June 2005
Executive Assistant

- Managed travel arrangements and appointments for two executives, seven managers, and 120 individual contributors
- Coordinated meetings, organized email, planned departmental events

University of Portland Portland, OR Aug 2003 – May 2005
Assistant Hall Director & Career Services Peer Advisor

- Oversaw facility maintenance for 160-person residence hall , including work order log, furniture inventory, and room condition reports
- Advised residence hall student programming committee for multiple hall and campus-wide events
- Facilitated check-in/check-out with student staff and residence hall association
- Assisted students and alumni with job searches or declaration of major
- Copyedited student resumes and cover letters
- Answered phone inquiries and attended walk-ins
- Published weekly newsletter to university community

William Temple House Portland, OR Sep 2002 – May 2003
Annual Fund Associate

- Managed *Raiser's Edge* database of 27,000 constituent records and developed policies and procedures for its maintenance
- Oversaw gift entry and worked closely with data entry volunteers and finance
- Developed donor relations and strengthened communication lines between donors and agency administration
- Prepared daily deposits and financial reports (monthly, quarterly, project-based)

Catholic Community Services Vancouver, WA Mar 2002 – Aug 2002
Assistant Family Center Developer/Family Education Program Coordinator

- Designed and implemented a literacy program to meet needs of the Latino Population in Clark County, Washington
- Networked and partnered with other community organizations to avoid duplication of services and effectively marketed program offerings to Latino community
- Strengthened communication lines between staff and fostered a sense of teamwork
- Supervised and trained employees and volunteers in program planning
- Acquired grant funding and in-kind donations for literacy program
- Devised agency-appropriate system for prioritizing and seeking outside funding
- Advised administration on strategic plan and long-term vision

Placeware.com Portland, OR Sep 2000 - Feb 2001
Secretary; promoted to Event Posting Specialist

- Worked with web designers and programmers to streamline intra-company processes
- Posted web-conferencing events on the company's servers
- Designed an engaging training tutorial in PowerPoint to facilitate clear communication between company and clients
- Helped maintain company roster of 200+ employees
- Published in Macromedia Fireworks; refined skills in all Microsoft Office products

Inherent.com Portland, OR July 2000 - Aug 2000
Administrative Assistant

- Built client-side custom forms in Microsoft Outlook for intra-office use
- Ran reports and entered data in Microsoft Access database
- Designed marketing newsletter template
- Conducted daily and weekly back-ups for eight web servers

Student Development, U of Puget Sound Tacoma, WA Aug 1999 - May 2000
Language House Coordinator

- Organized academic and social programs for six campus-owned facilities, including French, German, Spanish, and Japanese houses
- Placed work orders for facility maintenance; delivered mail to residents; served as mediator for housemate conflicts
- Completed check-in/check-out paperwork and procedures

- Residential Programs, U of Puget Sound** Tacoma, WA Aug 1995 - May 1996
Community Coordinator Aug 1996 - May 1997
- Organized academic and social programs for 25-30 residents living in university housing; confronted students in violation of school policy
 - Placed work orders for facility maintenance; delivered mail to residents
 - Served as mediator for roommate and community conflicts
- Incoming, Inc.** Redmond, WA July 1996 - Aug 1996
Secretary
- Helped streamline product shipment verification processes
 - Coordinated and managed high-volume data entry project
- Musicware, Inc.** Redmond, WA Sept 1993 - Aug 1994
Office Manager/Product Assistant May 1995 - June 1995
 May 1996 - June 1996
- Beta-tested PIANO© educational software; proofread and edited technical writing in introductory manuals
 - Shipped product; organized mass-market mail-merges on Word
 - Called on overdue accounts and updated records in Accounts Payable/Receivable
 - Answered phones, welcomed visitors, managed executives' correspondence

EDUCATION

- University of Chicago** Chicago, IL Sep 2005 - Dec 2009
Master of Arts in Latin American Studies
- MA Thesis on the songs of Argentine composer Julián Aguirre
 - Contributor to reference volume on Latin American Art Song (IU Press, forthcoming)
- University of Portland** Portland, OR Sep 2003 - May 2005
Master of Arts in Music
- MA Thesis on the songs of Argentine composer Carlos López Buchardo
 - 16K Business Plan Competition participant, Concerto/Aria Competition Winner
 - Awarded Student Development Funds for research in Argentina
 - Cumulative GPA: 3.93
- University of Puget Sound** Tacoma, WA Aug 1994 - May 2000
Bachelor of Music in Music Education, Cum Laude
- Minor in Latin American Studies
 - Phi Kappa Phi Honor Society
 - Performed the roles of Arminda in *La Finta Giardiniera* and Fiordiligi in *Così fan tutte*
 - Dean's List; Cumulative GPA: 3.79; Major GPA: 3.92

OTHER ACTIVITIES

- Self-directed Research Abroad** Buenos Aires, Argentina June 2004, July 2005, July 2006
Independent Researcher
- Created and accomplished research objectives with limited time and resources
 - Strengthened relationships with principal research contacts and institutions
- Latin American Art Song Alliance** Vancouver, WA May 2003 - Present
Co-Founder, President
- Produces LAASA.ORG web site content
 - Oversees advisory board meetings and strategic planning
 - Works with music publishers to secure rights to digital republication
 - Manages business finances, records, and membership

J. William Fulbright Scholarship Buenos Aires, Argentina Mar 2001 - Dec 2001
U.S. Fulbright Student Scholar

- Conceptualized and authored a unique proposal that is selected from among thousands of U.S. applicants to do research abroad
- Presented to Argentine public in Spanish via radio, written announcements, public speaking opportunities, and solo recitals
- Managed and budgeted allotted stipend for research of Argentine Art Song at *La Universidad Católica* (The Catholic University in Buenos Aires)

REFERENCES

- David Gulbransen, Director of Operations, U of Chicago Booth School of Business (773.834.1642)
- Amy Cavanaugh, Director, U of Portland Office of Career Services (503.943.7201)
- Tom Gannon, Campus Minister, U of Notre Dame - Australia (tgannon@nd.edu.au)
- April Johnson, Assistant Director of Annual Giving, U of Washington Harborview Medical Center (503.358.6465)
- Judith Sagun, Voice Teacher, U of Portland (503.943.7307)
- Bill McCartney, Director, International House, U of Chicago (773.753.2270)