

PAUL BOYCE

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SUMMARY

15+ years of educational, administrative, graphic design, and IT experience. Developed and demonstrated problem solving, organizational, teamwork, and leadership abilities that will serve any future career opportunities.

EDUCATION

HYLES-ANDERSON COLLEGE

Bachelor of Science - Secondary Education (2001)

Master's of Education - School Administration (2008)

EXPERIENCE

HARVEST BAPTIST CHURCH, Church Administrator

April 2017 to present

- Duties & Accomplishments
 - \$2M+ annual budget, 750 average attendance, 160 academy student enrollment
 - Provide administrative oversight of church and academy financials including payroll, budget, and processes
 - Oversee event and calendar management and personally manage 4-6 organization events per year
 - Oversee brand usage and graphic design/media material preparation and distribution
 - Oversee plant management and provide on-site IT support for church and academy and work with vendors staff and vendors for repair and improvement

JOHN DOE DESIGN, Owner

January 2013 to present

- Duties & Accomplishments
 - Provide web design, graphic design, hosting, and printing solutions to clients
 - Developed efficiency processes to decrease client on-boarding and website setup time by over 50%

- Served over 150 small to mid-sized business clients in 2015 alone with online services and printing needs

John Doe Design began a partnership with CCBizPro LLC in April 2014 but is operating independently at present.

CCBIZPRO LLC, IT Director

April 2014 - September 2015

- Duties & Accomplishments
 - Evaluated, diagnosed, repaired, and implemented technology solutions
 - Compiled software solutions on various platforms: Wordpress, Podio, Salesforce, Pardot, Hubspot, Chargebee, Authorize.net
 - Directed sales and support processes for Point of Sale systems: Hiopos, GlobalPayments, Ordyx, POS on Cloud

HYLES-ANDERSON COLLEGE

August 2001 - December 2014

ACADEMIC VICE PRESIDENT (1 year)

- Duties & Accomplishments
 - Directed all aspects of the educational program including, curriculum, faculty, programs, and classrooms

ONLINE STUDIES LESSON PRODUCTION MANAGER (3 years)

- Duties & Accomplishments
 - Developed and maintained curriculum development process including audio recording and editing, graphic design, and lesson production into final web format
 - Co-developed and maintained student-user and staff-user interface
 - Managed a team of 12 people to develop online courses - development of over 100 courses with nearly 5,000 individual 20-30 minute lessons

STUDENT TEACHING PROGRAM ADMINISTRATOR (4 years)

- Duties & Accomplishments
 - Directed approximately 100 student teachers per year as they complete an undergraduate education program
 - Scheduled and placed students into appropriate classroom sessions
 - Observed and graded performance and provided evaluations
 - Consulted with school principals and faculty to evaluate and develop the student teacher

FACULTY (10 years)

- Duties & Accomplishments
 - Developed curriculum for and taught the following subjects:
 - Invertebrate Biology - (4 semesters)
 - Vertebrate Biology - (4 semesters)
 - Adobe Photoshop - (1 semester)
 - Graphic Illustration (with Adobe Illustrator) - (3 semesters)

- Adobe InDesign - (1 semester)
- Digital Photography - (1 semesters)
- HTML & CSS - (2 semesters)
- Web Design - (2 semesters)
- Microsoft Excel - (3 semesters)
- Microsoft PowerPoint - (1 semester)
- Design Theory - (3 semesters)

PUBLICATION EDITOR (2 years)

- Duties & Accomplishments
 - Design production and editing for 12 page newsletter
 - Developed newsletter from black-and-white to full-color magazine style
 - Handled complete production process and prepress preparation

CLASSROOM IT (7 years)

- Duties & Accomplishments
 - Handled all classroom technology for a campus of 40 classrooms including computer labs projection systems, PA systems, networking, and purchasing

LIBRARY SUPERVISOR (7 years)

- Duties & Accomplishments
 - Managed a library of 17,000 volumes
 - Converted entire collection from card catalog to digital catalog with barcode scanning
 - Managed operations, staff scheduling, budget, and materials acquisitions

FASTTEKS ON-SITE COMPUTER SERVICES, Technician

March 2012 - December 2014

- Duties & Accomplishments
 - Provided residential and commercial diagnosis, repair, and installation for computer and networking systems
 - Implemented audiovisual equipment including televisions, computers, audio systems
 - Installed DVR security systems

SOFTWARE PROFICIENCIES

- | | | |
|--------------------|---------------------|--------------|
| • Windows OS | • Adobe Illustrator | • HTML/CSS |
| • Linux OS | • Adobe InDesign | • Salesforce |
| • Mac OS | • Adobe Dreamweaver | • Hubspot |
| • Microsoft Office | • Adobe Soundbooth | • Wordpress |
| • Adobe Photoshop | • Adobe Premier | |

 [linkedin.com/in/boycepaul](https://www.linkedin.com/in/boycepaul)

References available upon request | Resume available online at johndoedesign.com/paulboyce