Jennifer Lee

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Professional Summary

Information technology professional currently working in higher education with 5+ years of subject matter expertise in information systems, cybersecurity, web development, database administration, business intelligence, and programming. 3+ years' experience as an adjunct instructor teaching synchronous and asynchronous classes at the community college level.

Relevant Experience

- 5+ years of experience working with complex information systems and software, with recent experience using proprietary software for higher education such as Banner, Admission Pros, Canvas, Blackboard, and Moodle.
- 5+ years' experience providing product support and business process management.
- 5+ years' experience coding and programming languages such as HTML, CSS, PHP, Python, and SQL
- 3+ years' experience working as an adjunct instructor in a college environment with in-depth knowledge of organizing and sequencing topics in a logical progression and pacing delivery to meet individual class needs.
- 3+ years' experience developing strategies to teach course content including instructional objectives and delivery methods with proficiency in organizing and preparing updates for course materials.

Relevant Work History

Brunswick Community College | Adjunct Instructor | 2020 – Present

- Adjunct instructor teaching synchronous and asynchronous classes pertaining to marketing analytics.

NC Community College System Small Business Center | Instructor | 2013 - 2019

- Adjunct instructor teaching synchronous and asynchronous classes pertaining to web information technology, database administration and cybersecurity.

Core Competencies

- Curriculum development
- LMS proficiency
- Student evaluations
- AV Aids
- Lesson planning
- Course assessment
- Classroom instruction
- Database Administration
- Information Systems
- Cybersecurity
- Business Intelligence
- Python
- HTML/CSS/PHP
- IT Project Management

Education

M. S. INFORMATION TECHNOLOGY | UNIVERSITY OF THE CUMBERLANDS, WILLIAMSBURG, KY

- Major: Information Technology
- Minor: Cybersecurity

B. S. INFORMATION TECHNOLOGY | UNIVERSITY OF THE CUMBERLANDS, WILLIAMSBURG, KY

- Major: Information Technology
- Minor: Cybersecurity

A.A.S. INFORMATION TECHNOLOGY | GUILFORD TECHNICAL COMMUNITY COLLEGE, JAMESTOWN, NC

- Major: Information Technology
- Minor: Web Development

Work History

ASSISTANT DIRECTOR OF TECHNOLOGY | UNC WILMINGTON | AUG 2019 TO PRESENT

- Led a cross-functional team in responsible for strategy, development and execution of the University's housing occupancy strategy, exceeding occupancy goals by 10% in 2019 and 5% in 2020.
- Managed the planning, administration, and tactical rebuild of housing management software to better align with departmental business processes, resulting in a flawless launch of a redesigned housing portal for students in 2020.
- Contributing member of a cross-functional team responsible for campus wide technology initiatives which recently included migration of campus information systems to the Oracle Cloud Infrastructure (OCI).
- Leveraged technology to develop and execute a series of agile business processes related to COVID-19 which included successful de-densification of on-campus residents while preserving fund balance.
- Student Affairs 2019-2020 Outstanding Newcomer finalist, awarded to an employee who positively impacts, engages and/or supports the UNCW community and continually strives for excellence in job performance, excels in their service area, and exceeds expectations.
- Recipient of the Southeastern Association of Housing Officers (SEAHO) COVID-19 Response Award in recognition for developing technical processes to manage occupancy and departmental processes during the global pandemic in 2020.

OWNER/WEB DEVELOPER | BLUESPIN WEB CONSULTING | MAY 2017 TO MAY 2019

- Developed, launched, and maintained websites for small business owners.
- Built and optimized secured web pages for more than 150 clients from 2017-2019.
- Performed routine site audits, ongoing maintenance and recommended upgrades as needed.
- Responsible for troubleshooting issues, monitoring website traffic and providing analytical dashboards and reports to clients.

TRADE MARKETING MANAGER | RJ REYNOLDS TOBACCO COMPANY | DEC 2008 TO OCT 2013

- Planned, managed, and executed elements of national sales conferences, trade shows, client meetings, and marketing events which included staff and vendor management.
- Led a cross-functional team (2011, 2013) responsible for delivering the elements of National Sales conference for 2,400 attendees which included responsibility for logistics, content, branding, and marketing activities of the conference.
- Earned special recognition (2011, 2013) from the President and organization's executive leadership for outstanding contributions to the Trade Marketing Department's National Sales Conference

Additional Activities

Brunswick Community College | IT Advisory Committee Member | 2019 - Present

- Provide advisement of curricular offerings and course content relative to industry standards.

Guilford Technical Community College | IT Advisory Committee Member | 2013 - 2019

- Provide advisement of curricular offerings and course content relative to industry standards.

Thomasville Rotary Club 7690 | Rotarian | 2013 – 2016

- Dedicated time and resources to International, Vocational, Community, and Club service