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Molly McMullin-Yohe

SUMMARY

I have a master's degree in information technology with a concentration in data analytics as well as a bachelor's and master's degree in education. I am a strong leader with skills in training others, multitasking, time management, critical thinking, collaboration, and creativity. I have experience using Java, Python, RStudio, Power BI, and Structured Query Language (SQL). My hope is to bring my experience and skill set to a position that offers me the chance to grow and improve, while also being a valuable asset to my organization.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY - *Master of Science in Information Technology with a Concentration in Data Analytics*

JAN 2023 - MAR 2025, MANCHESTER, NH

- Cumulative GPA: 4.0

UNIVERSITY OF CENTRAL OKLAHOMA — *Master of Education*

JAN 2013 - DEC 2014, EDMOND, OK

UNIVERSITY OF CENTRAL OKLAHOMA — *Bachelor of Science in Education*

AUG 2006 - MAY 2011, EDMOND, OK

SKILLS, EXPERIENCE, AND CERTIFICATES

- Proficient with Microsoft Office, Project, Power BI, and Visio
- Certificate of Completion: Microsoft Power BI-Use PBIDesktop to Create Reports and Dashboards
- Proficient with Google Workspace
- Trained in MySQL, HTML, SQL, Java, and Python, and Microsoft Azure
- Technical training in data recording, reporting, visualization, and analyzing
- Experienced in leading trainings of large and small groups in person, virtually, and by video
- Strong understanding of Learning Management Systems
- Use technology and learn new software quickly
- Excellent verbal and written communication and interpersonal skills
- Strong critical thinking and problem solving skills
- Detail Oriented and skilled at documentation
- Ability to manage competing demands and meet deadlines
- Familiar with using macOS, iOS, Windows, and Linux in a professional environment
- Patch management experience
- Currently working on CompTIA Security+ certification
- Experience with identity management and directory services
- Trained in cloud infrastructure, visualization, networking, and storage
- Understanding of backup and disaster recovery principles
- Awareness of regulatory compliance for HIPPA, FERPA, and PCI
- Familiarity with firewall configuration, VPN technologies, and general network security best practices

PROFESSIONAL EXPERIENCE

WASHINGTON IRVING ELEMENTARY, EDMOND — *Teacher and Technology Specialist*

Aug 2022 - Present

- Lead technology integration projects across the school, including rollout and and train staff in software tools and workflows, enabling improved operational efficiency
- Act as site-wide technology product liaison, gathering user feedback, troubleshooting issues, and managing internal help ticketing processes
- Analyze student and teacher performance data to evaluate curriculum effectiveness and make data-informed decisions
- Perform identity management tasks using Active Directory and patch management tasks
- Directed team planning efforts, facilitated agile-style backlog task prioritization for education initiatives
- Managed cross-functional team collaboration as grade-level team leader, defined goals, milestones, and success metrics and collaborated across departments to align tools and processes with organizational strategy
- Assist colleagues with technology and technical issues and respond to technology tickets promptly
- Technical training in new software and train colleagues in the use of technology and software programs
- Speak in front of small and large groups and lead professional development trainings
- Use Microsoft Word, Powerpoint, and Excel as well as Google Workspace such as Google Docs, Slides, Calendar, Meet, and Sheets
- Analyze data and explain analyses to others including recommendations of next steps
- Multitask and handle multiple projects and assignments at once, while meeting deadlines and performing well under pressure
- Train my colleagues in methods of teaching and education and lead trainings at other school sites
- Input data into various software programs and analyze that data to make the best decisions moving forward
- Work as part of a team and make decisions that are of the greatest benefit
- Plan, organize, and coordinate events
- Utilize excellent intrapersonal skills to communicate with parents, faculty, and administrators

ARBOR GROVE ELEMENTARY, OKLAHOMA CITY — *Teacher and Team Leader*

Aug 2013 - June 2022

- Team leader for my grade and manage my team as well as my class
- Create online lessons and videos as the virtual teacher during COVID
- Train colleagues in new software through train the trainer model
- Create and edit videos for video training
- Manage and analyze data and explain data results to others
- Use technology to enhance learning, and quickly learn a variety of programs for online learning
- Assist with the hiring and interview process of new educators
- Assist and train teammates on technology
- Use Microsoft Office as well as Google Drive, Google Sheets, Google Slides, and Google Docs daily
- Attend training in new programs and then act as trainer for my colleagues on the software and curriculum
- Mentor colleagues and student teachers to help them develop professionally, including provide constructive feedback for their professional growth

EDMOND NORTH HS, EDMOND — *Math Teacher*

Aug 2012 - May 2013

- Utilize skills in mathematics to teach multiple classes of over thirty students at a time
- Comfortably speak in front of audiences of students, parents, and other faculty members
- Use various software programs daily and train others on how to use the programs
- Have excellent communication with parents, faculty, administrators, and students
- Meet deadlines, multitask, and perform well under pressure