

Dwayne D. Davis

224 Christie Street Apt 4 • Ridgefield Park, NJ 07660 • dwaynedavis@gmail.com • (646) 824-8940

PERSONAL STATEMENT

An educator with extensive professional experience in the public sector, leading and devising next generation technology, finance and operation solutions for educational institutions. Seeking opportunities to utilize proven Information Systems, Business Administration, Operations, Training and Leadership skills to add value and drive success in an organization.

EDUCATION

NEW JERSEY CITY UNIVERSITY

Doctor of Education (Ed.D)

Focus: Educational Technology Leadership

Jersey City, NJ

Expected 7/18

CITY UNIVERSITY OF NEW YORK, BARUCH COLLEGE, Zicklin School of Business

Master of Business Administration (MBA)

Focus: Information Systems

- Selected to Honor Society

New York, NY

09/10-05/13

SYRACUSE UNIVERSITY, College of Information System and Technology

Bachelor of Science (BS)

Focus: Information Systems Management and Technology.

- Selected Class Marshall for graduating class

Syracuse, NY

08/04-05/08

SKILLS | PROFICIENCIES | KNOWLEDGE

Information Systems Management	School Finance & GAAP Accounting	Microsoft 365 & Google Apps
SDLC, Scrum & Waterfall	Curriculum Design & Development	Microsoft Office (ALL) Proficient
Database Management	Economic & Legal Ramifications	Windows XP, Vista, 7, 8 Proficient
Operations & Project Management	Budgeting Planning & Purchasing	Mac OS and ISO Proficient
Insurance Risk Management	Windows Server 2008, R2 & 2012	Active Directory Administration
Labor & Personnel Management	Microsoft Exchange 2007 & 2013	DNS, DHCP, VPN Administration
Building & Grounds Management	Website Design and Management	TCP/IP, LAN, WAN, HTML/5, Java

CERTIFICATIONS

New Jersey School Business Administrator (Standard Certification)
Certified New Jersey Early Education Teacher (K-6)

Protecting Human Research Participants
Green Purchasing

EXPERIENCE

PEOPLE'S PREPARATORY CHARTER SCHOOL

Director of Finance and Operations/School Business Administrator

People's Preparatory Charter School is a high performing high school and leader in graduation-rate in the city of Newark. As the Director of Finance and Operation and Appointed School Business Administrator/Board Secretary for People's Preparatory Charter School, I am responsible for setting the strategic direction and overseeing the execution of many multi-year growth initiatives, specific to improving the financial and operational performance of the school.

Newark, NJ

10/15-Present

- Plays a key role as a member of the Administration leadership team providing guidance and direction on multiple programs and projects, which are designed to achieve numerous educational objectives to improve student experience and school performance
- Develop and manage a budget of over \$8 Million, which includes revenues from Local, State, Federal and Grant sources
- Develop and deliver financial reports, including variance commentary and provide detailed analysis to board members to ensure members are fully informed towards providing required governance and oversight
- Collaborate with the Superintendent to manage the Board of Education to meet Bylaws, State, Federal, and Local requirements
- Direct all areas of Finance, Operations, Technology, Human Resources, Accounting, and Food Service
- Lead the expansion of the operations department to over 16+ staff to improve efficiency and support scale
- Direct and oversee all public contracts, vendors, RFPs, and internal control processes to procure goods and services.
- Develop and deployed a governance model to manage third party service providers to ensure proper financial controls and service continuity levels are maintained.

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UNIVERSITY HEIGHTS CHARTER SCHOOL

Newark, NJ

Director of Technology and Operations/Assistant School Business Administrator

07/13-09/15

- Manage a \$1M+ portfolio of IT and Operations projects to enhance school infrastructure and environment
- Designed, configured and implemented district wide cloud collaboration tools – Office 365 and Google Docs
- Led Technology and Operations department to carry out short-term and long-term school-wide implementations and tasks
- Introduced cost effective solutions that improve operational processes to increase transparency and overall productivity
- Implemented sound hiring practices to ensure the availability of effective human resources in the Operations and IT department
- Maintain and oversee all IT systems and operational facilities for one the largest Public Charter School in Newark, NJ
- Designed and provided trainings and workshops to direct reports, administrative team, support staff and teachers
- Supervised 15+ maintenance, security, school operations, food service and school support staff

EDUCATION PIONEERS

New York, NY

Year-Long Operations Fellow Mentor

11/14-07/15

- Advised year-long fellow and facilitate mentee's professional growth through feedback and support
- Served as guidance and resource to operations fellow by providing a framework for operational and leadership processes
- Partnered and promoted healthy relationship with year-long fellow program manager to ensure success of the year-long fellow
- Participated in alumni mentoring program orientation to improve mentoring capacity and efficacy

UNIVERSITY HEIGHTS CHARTER SCHOOL

Newark, NJ

Operations and Technology Coordinator

11/11- 06/13

- Coordinated the development of 3IEEA (technology initiative) that won a \$10,000 Optimum Lightpath Technology grant in 2012
- Led technology team in short and long-term planning, identifying areas of concern and opportunity, and recommendations
- Developed and executed technology trainings for staff use and supported technology integration into lesson plans and operations
- Designed and implemented school-wide schedules, resource allocation systems, and students performance tracking systems
- Administered an internal network consisting of 5 servers, 60 staff members, 50 workstations, 35 client PC's and 50 VOIP phones
- Managed ongoing vendor relationships to maintain contract agreements and ensure effective technology services
- Administered all data systems related to students, staff and parents, including: SIS, Website, POS, Server Access, VPN and Voice.

EDUCATION PIONEERS

Newark, NJ

Graduate School Fellow and Hybrid Group Leader

04/12-08/13

- Led the strategic implementation of new school-wide teacher evaluation data platform and teaching practice framework
- Participated in collaborative leadership development workshops that focused on current topics in the education landscape
- Created, delivered and coordinated workshops to train and inform key stakeholders on use of new school-wide evaluation system.

UNIVERSITY HEIGHTS CHARTER SCHOOL

Newark, NJ

Technology Coordinator and Technology Teacher

05/09-11/12

- Member of the 2011 middle school development team responsible for curriculum, culture and operations planning
- Developed and implemented district technology plan, which contributed to receiving 2011 EPIC award
- Designed, implemented, and supervised a multi-media systems of over 10,000 books (District Online Library)
- Configured and deployed district's Food Services database and POS system with a MySQL database backend
- Developed an ever-changing and robust technology curriculum aligned to State Standards for grades K-5.

THE NATIONAL FOOTBALL LEAGUE

Detroit, MI

Professional Football Player, Detroit Lions, Dallas Cowboys, Kansas City Chiefs.

05/08-05/09

AFFILIATIONS | INTERESTS | ACHIEVEMENTS

Affiliations: Education Pioneers Alumni 2012, New Jersey School Business Officials, Syracuse Football Alumni, Hampshire Honor Society, College Football Hall of Fame (Northeast Chapter)

Achievements: 2008 Arthur Ashe Scholar Athlete, 2008 Central New York Scholar Athlete, Syracuse University Scholar Athlete of the week 2005 and 2006, 3 Time All Academic Big East Conference Scholar Athlete

Interest: Sustainable systems, the concepts of building interdependency and fostering healthy relationships

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ADDITIONAL COURSE WORK

NEW JERSEY ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS *Northern, NJ*
School Business Administrator Course Work (145 hours of formal instruction) 09/13-05/14

NEW JERSEY DEPARTMENT OF EDUCATION *Trenton, NJ*
New Jersey School Business Administrator Residency Program 09/13-09/14

PUBLIC SPEAKING

EDUCATION PIONEERS *Newark, NJ*
2013 Graduate School Fellowship Annual Showcase 09/13

CHRISTOPHER COLUMBUS HIGH SCHOOL *Bronx, NY*
Youth High School Football Mentor 08/13

UNIVERSITY HEIGHTS CHARTER SCHOOL *Newark, NJ*
Facilitate Staff Professional Developments, Trainings and Workshops 08/13 – Present
New Building Grand Opening – Canyon Agassi Development Fund 09/14