

**KIMBERLY BENDER SHEA**

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[Link to my Professional Portfolio](#)

**MA Professional License #454658 - Mathematics, 5-8**

**OBJECTIVE**

To obtain a position teaching Middle School Mathematics.

**EDUCATION**

September, 2010 -  
December, 2012

**Salem State University**

Master of Arts in Teaching Middle School Mathematics

**Licenses Pending:**

- Mathematics, 1-6, Professional
- Mathematics 8-12, Professional
- English as a Second Language, 5-12, Professional
- Moderate Disabilities, 5-12, Professional
- Instructional Technology, Professional

**Technology**

- Big Ideas Math
- Google platform
- Mathletics
- Geometer's Sketchpad
- Smart Board
- iPass
- School Brains
- Aesop
- Performance Plus
- TeachPoint
- Kahoot

May 1996 -  
February 1997

**Boston University**

Client Server Application Development

432 hours spent developing in VISUAL BASIC, ORACLE, POWER BUILDER and LOTUS NOTES.

Projects included:

- Building and populating an ORACLE database using SQL statements for dynamic updates.
- Building and populating a Watcom mutual funds database using POWER BUILDER as a front end; requirements included updating, adding, and deleting information as well as dynamic transaction processing.

September 1987 -  
May - 1991

**Babson College**

B. S. in Marketing

## EXPERIENCE

September, 2014 –  
present

### O'Maley Middle School

7<sup>th</sup> GRADE MATH TEACHER

- Teacher of math to 4 classes daily; two Math 7, one Advanced Math 7, and one co-taught Math 7.
- Collaboration with grade level math teachers to increase student performance.
- Collaboration with team members to develop meaningful cross-curricular learning.
- Work with special education liaisons to ensure that all on IEPs are able to access the curriculum.
- Active member of the team in charge of selecting a new math program.
- Technology resource for fellow teachers, and administration when selecting a new student information system.

August, 2012 –  
September, 2014

### O'Maley Middle School

MIDDLE SCHOOL MATH INTERVENTION TEACHER

- Developing curriculum for new math intervention class.
- Teacher of math to remedial math students in grades 6-8.
- Collaboration with grade level math teachers in an effort to backfill missing essential math skills.
- **MCAS preparation** for grades 6-8.
- Work with special education liaisons to ensure that all on IEPs are able to access the curriculum.
- Full participation in parent/teacher conferences.
- Founder of school wide academic/behavior rewards system.

November, 2011 –  
June, 2012

### Masconomet Middle School

MIDDLE SCHOOL SPECIAL EDUCATION MATHEMATICS TUTOR

- **MCAS preparation**; geometry and algebra for 7<sup>th</sup> grade students, data analysis for 8<sup>th</sup> grade students. The work is done in class is devoted entirely to **MCAS** material review/preparation. Materials used include examples from a text book as well as worksheets pulled directly from prior **MCAS** exams on the Massachusetts DOE website.
- Work with special education students in mathematics inclusion classrooms to keep them on pace with the rest of the class.
- Work with special education students in learning labs to help organize their work, comprehend and complete their mathematics assignments and study for tests.
- **MCAS PROCTOR** – English Language Arts, 8<sup>th</sup> grade
- **MCAS PROCTOR** – Mathematics, 7<sup>th</sup> grade

March, 2006  
- December, 2008

**The Coast Line Grille Restaurant and Bar**

OWNER/MANAGER/BOOKKEEPER/PAYROLL ADMINISTRATOR

- Maintained QuickBooks for the business; ledger entries, vendor information, invoicing information, bank ledgers (reconciled daily), etc.
- Sole liaison with CPA for tax reporting, year end reporting from QuickBooks and Annual Report filings with the Commonwealth of Massachusetts.
- In charge of all accounts payable and accounts receivable.
- Daily reconciliation of checking account including credit card postings, cash received, etc.
- Handled all Human Resource functions; payroll, hiring, firing, interviews, DUA correspondence, scheduling, etc.
- Responsible for original business plan.
- Managed forecast and budget for both income and expenses.
- Maintained all vendor relationships.
- Coordinated all large parties; room rental, menu, cost, etc.
- Maintenance of POS system; menu changes, disaster recovery, staff training, etc.
- Compliance officer in charge of safety, insurance, company policies and licensing.

July, 2004  
– March, 2006

**Biogen Idec**

BUSINESS SYSTEMS ANALYST I, CLINICAL BUSINESS APPLICATIONS

- Creation of technical specifications based on user needs for Business Objects report creation.
- Testing of newly created Business Objects reports.
- Liaison between user groups and developer to ensure that all reports created meet Biogen Idec standards and maximize efficiency among users.
- Documentation of reports in the Business Objects universe, both existing and in development, to ensure consistency in design and efficiency.
- Creation of annotated reports in Adobe Acrobat so that the intended function of the report is clear to the end user.
- Provided final approval to publish Business Objects reports.
- Maintained tracking system of open issues and cycle time to ensure that all requests are handled appropriately and efficiently.
- Wrote study specific data mapping specifications for use by external vendors in sending patient data to Biogen Idec.

January, 2003  
– June, 2004

**Rockport Publishers**

APPLICATION DEVELOPER/MIS MANAGER

- Heavy emphasis on financial analysis, reporting on data extracted from multiple sources.
- Development of several customized applications in Access 2000 using VBA code.
- Development of a myriad of customized Access reports from the Access applications that I built.
- Responsibility for maintaining the corporate website.
- Coordinated migration of Edit Production data out of an Access database and into a FileMaker Pro database.
- Developed a process that streamlined all web updates for the five publishing companies under the Rockport umbrella.
- Active member of a task force formed with the goal of adding the consistent look/feel to all of the five publishers' websites.
- General desktop support for all end users.
- Technology purchases.

July, 2001  
- December, 2002

**Monetrics, Inc.**

SOFTWARE ENGINEER

- ASP development on a web based automotive loan underwriting application.
- Strong emphasis on verification of financials in an effort to test application efficiency.
- Business analysis for both enhancement development projects and integration of existing code.
- Financial reports creation using VB/Active X, ASP and HTML tables.
- Excel report and Macro programming (VBA) for the purpose of analyzing customer data and determining how efficient our decision engine is and how closely it matches live/human underwriting decisions.
- Programming in an 'Interview Processor' tool in VB so that when our company interviews a potential customer their lender specific information can be transferred from an Access database to an Oracle database without the need for manual entry.

July, 2000  
– June, 2001

**Thomson Financial**

SOFTWARE ENGINEER

- Worked on a team of nine developers to develop PARAGON; a trading/reconciliation application used by treasury groups in financial services.
- All work was performed on a Windows NT operating system, Visual Basic 6.0 was the programming language and Visual Source Safe 6.0 was the code sharing mechanism.
- Large scale enhancements required were in accordance with FASB 133 accounting regulations.
- Worked closely with the Quality Assurance group to ensure that all system enhancements function properly and used in-house tools to copy executables to the network for both QA testing and application builds.



1999 – 2000

**MFS Investment Management**

PROGRAMMER/BUSINESS ANALYST II

- Developed and maintained a mutual funds redemption application for use by the CFO, used ACCESS, VISUAL BASIC and ORACLE.
- Supported PCMS, a change control application used throughout the company to determine what network changes were to be made when and what effect these changes would have on other servers/applications.

1991 to 1999

**BankBoston**

CORPORATE CENTER SYSTEMS

PROGRAMMER/ BUSINESS ANALYST/PROJECT MANAGER (7/97 – 9/99)

- Designed, developed, and maintained VISUAL BASIC customized applications, using SQL SERVER as the database engine and CRYSTAL REPORTS as the reporting tool.
- Projects included custom financial applications and reports for various groups within BankBoston; primary business customer was the External Affairs department.
- Full life cycle development involved interviewing users, designing specifications, programming, testing, maintenance, documentation, training, and support.
- Intranet development using FRONT PAGE '98, primarily focused on marketing efforts for the External Affairs department.
- Exposure to VISUAL INTERDEV.
- Stored procedures in SQL 6.5 in order to modify various databases according to requested changes.
- Coordinated application upgrades between the business partners, Networking Technologies, Corporate Data Management and Corporate Center Systems.
- Relationship manager between business units and Corporate Center Systems.
- Distributed test executables and production executables, all working within the parameters of BankBoston's change control process.
- Liaison with specific business units for the corporate wide rollout of WINDOWS '95; worked through entire project plan including hardware and software inventory, unique application identification and ultimate certification and desktop installations with network support.
- Consulted with BankBoston's Networking Technology department to resolve any follow up issues resulting from a departmental upgrade.

#### 1784 INVESTOR SERVICES: SENIOR BUSINESS SYSTEMS ANALYST/ PROJECT MANAGER (7/96 - 7/97)

- Systems support of 1784 Investor Services and Private Clients Division.
- Supported Stars; trading software developed by Fidelity, Maxxess and ILX; quote systems that allow access to National Financial's mainframe.
- The rolling out of several products required moving nearly 100 people to WINDOWS '95; assuming all local and remote support for the operating system as BankBoston's NetWorking Technologies did not yet support it.
- Set up remote Private Clients Division offices with Stars, Maxxess, Telerate and Bloomberg.
- Responsible for the rollout of Prosper and Advisor Channel; contact management/sales tools developed by National Financial to a sixty member remote sales force.
- Superior project management skills required to implement new technology while sparing the business any transitional pauses.
- Upgraded the telephone system for the entire trading floor, moving everyone to ACD and tying them in with the treasury department's phone system.
- Maintained the Dictaphone system for the entire trading floor.

#### RETAIL MARKETING: MARKET RESEARCH SPECIALIST (5/94 – 7/96)

- Responsible for advertising management of Retail Marketing/1784 Investor Services, including Consumer Finance, First Community Bank and Small Business.
- Implemented new methods of financial reporting and project development which were singly responsible for bringing the advertising expenditures within budget.
- Attended Harte Hanks database direct marketing training classes and worked with the Direct Marketing team to ensure that proper sample populations were being selected and analyzed for the purpose of effective strategy development.
- Active participant in weekly pricing of both loan and deposit products, including presenting competitive profile to all State Marketing Managers each week.
- Participated in deposit reporting of all products throughout MA, CT and RI.
- Macro programming for segments throughout the department.
- Managed a small financial reporting staff.

#### REAL ESTATE FINANCE: OREO CONTROL ADMINISTRATOR (7/93 – 5/94)

- Reconciled all property values to the general ledger of the Bank on a monthly basis.
- Responsible for the book values of all OREO properties in a portfolio of nine banks.
- Ensured that all charge-offs, valuation adjustments, foreclosures and sales were booked in a timely manner.
- Maintained cost centers for every property in the OREO portfolio.
- Booked inter-company loans for foreclosed properties.
- Promoted to manage a small financial reporting staff.

OREO REAL ESTATE: OREO TRANSACTION ADMINISTRATOR (9/91 – 7/93)

- Worked on “Cash Storm” project whereby all operating accounts for property management companies were funded, all revenue accounts were swept and funds were applied to the inter-company loans on a monthly basis.
- Processed all invoices for OREO properties.
- Maintained all property updates and cash transactions on the OREO Tracking System.
- Responsible for lowering the balances of all inter-company loans with proceeds from sales and other miscellaneous income items.





