

# KELLY R. McPARTLIN

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## PROFESSIONAL EXPERIENCE

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***School Librarian/IT Specialist*** 9/2018 – Present  
**The Prout School, Wakefield, RI**

Support literacy programs and promote love of reading. Teach Computer Science, Computer Programming, Web Design, digital resources, and fair-use policies. Partner with teachers to collaborate research projects and curriculum activities. Provide reliable research resources, coding opportunities, and blended learning support. Administer budget, orders, design and manage library website. Lead initiative to modernize library design and space. Provide technology support, including hardware, software, and peripherals to teachers and staff. Chosen to lead Title IV grant curriculum/standards map digitalization.

***Library Assistant*** 9/2018 – Present  
**Davisville Free Library, North Kingstown, RI**

Perform circulation and library administrative duties. Conduct young reader story times for children ages 1-5. Assist patrons with questions, research and technology. Shelve materials and maintain an orderly environment.

***Technology Integration Specialist*** 9/2017 – 9/2018  
**Newport Community School/Aquidneck Island Adult Learning Center, Middletown, RI**

Taught computer and software courses to adult students. Supported instructional technology integration and blended learning efforts. Instructed teachers and staff on technology initiatives. Assisted staff in identifying technology needs and strengths. Provided technology support to staff and students. Maintained website and social media communication.

***Substitute Teacher/Teacher Assistant*** 2016 – 2018  
**Source4Teachers, North Kingstown, RI**

Filled in for teachers and teacher assistants on short and medium term assignments. Followed teaching plans set by teachers/specialists and prepared alternate plans when necessary. Cooperated and liaised effectively with colleagues. Employed materials and techniques of regular teachers. Fostered safe, positive, and supportive learning environment. Ensured good order and behavior in and out of classroom. Respected confidentiality of personal information. Reinforced skills such as independence, problem solving, and goal setting.

***Freelance Web Designer*** 2013 – 2018

Provided user-friendly front end web design services, including creation and maintenance of websites. Provided client training for website updates. Consulted with clients to outline website goals and site functionality.

***Telecommunications Specialist*** 2004 – 2011  
**Dell Services (Perot Systems), BCBSRI Account, Providence, RI**

Efficiently provided, administered, and maintained telecommunications systems support, providing high customer satisfaction rate. Achieved high customer service satisfaction using change management and incident procedures. Wrote documentation of processes and procedures.

***Technical Support Specialist, Communications Analyst & Security Coordinator*** 2000 – 2004  
**The Credit Network, Framingham, MA**

Provided all communications, security, and change management support for all customers. Information Security Coordinator for companywide security coordination and compliance. Served as project manager for team projects, including hardware conversions and facility moves. Provided telephone, software, hardware, and communication. Performed senior role as support specialist for clients and internal users. Trained support personnel in software, hardware, and support procedures.

***Counterintelligence Special Agent***

1997 - 1999

**United States Army, continental U.S.**

Awarded Top Secret security clearance as member of team trained in the recognition and timely reporting of incidents of subversion and espionage directed against the U.S. Department of Defense. Received extensive training to ensure the integrity of classified information. Organized and presented training on security awareness, individual protective measures to large groups. Prepared detailed, time-sensitive reports based upon keen observation skills for missions. Proficient in conducting criminal investigations and interviews of witnesses, sources, and subjects. Consistently selected for competitive training and missions.

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VOLUNTEER/COMMUNITY SERVICE EXPERIENCE

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***President***

2012 – 2018

**Forest Park Elementary School Parent Teacher Organization, North Kingstown, RI**

Led and oversaw non-profit organization. Active member of board and school improvement team (SIT). Coordinated fundraising events, multiple committees and volunteers. Lead and planned regular board and general meetings. Participated in in-school and after school events and assemblies. Planned organizational goals, events, and activities. Supervised organizational budget. Acted as liaison between members, parents, teachers, and administration.

***Secretary***

Prepared agendas, meetings minutes, and needed materials for executive and general meetings. Created and maintained shared calendars, wrote and distributed weekly electronic newsletter. Coordinated volunteers, organized events, maintained supply inventory, created shared organization cloud, set up and organized electronic documents. Created event and informational flyers, acted as liaison between parents and teachers, and updated social media information.

***Troop Leader***

2014 – Present

**Girl Scouts of Southeastern New England, North Kingstown, RI**

Oversee group of girls. Lead development of activities and lessons for badge achievement. Coordinate events, meetings, and activities; coach girls to achieve goals; communicate regular progress updates to families; and assist girls in understanding and applying communication and problem solving skills.

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EDUCATION AND AWARDS

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***Masters of Library and Information Studies, School Library Media. (In Progress. Anticipated graduation: May, 2019.)*** *University of Rhode Island, Kingston, RI.*

***Certificate, Website Design & Development.*** GPA: 3.82. *University of Massachusetts Lowell, MA*

***B. S. in Information Technology.*** With Honors; GPA: 3.95. *University of Phoenix, Phoenix, AZ*

***A. A. in General Studies.*** With Honors; GPA: 4.00. *Community College of Rhode Island, Warwick, RI*

***Additional Education/Awards:*** • *ParaPro Assessment/Teacher Assistant Training Program*, Newport Community School, 2017 • Recipient, *Decisiveness Award*, Dell Services, 2004 • Recipient, *Technical Service Award*, The Credit Network, 2003 • *Internetworking with TCP/IP*, Global Knowledge, 2003 • *Troubleshooting TCP/IP Networks*, Global Knowledge, 2003 • *Managing Multiple Projects, Objectives and Deadlines*, Skillpath Seminar, 2002