

Remle A. Moyak

Ranna203@aol.com

3019 Tree Haven Court, Erie, PA 16506

(814) 450-0847

Summary of Qualifications

- Over 10 years of professional experience in guidance, counseling and educational positions.
- Highly skilled in cultivating excellent relationships with students, parents, administrators and colleagues.
- Strong communication, presentation, and organization skills as well as the ability to prioritize and meet deadlines.

Education

Edinboro University, Edinboro, PA	Master of Arts, Counseling	12/2007
	Secondary School Counselor Certification	5/2008
Mercyhurst College, Erie, PA	Master of Science, Administration of Justice	5/1999
Hiram College, Hiram, OH	Bachelor of Arts, Psychology and Sociology	6/1995

Professional Experience

Academic Specialist 12/2012 - Present
Northwest Tri-County Intermediate Unit

- Conduct individual and group sessions on various topics including: career planning and exploration, choosing a college major, researching colleges and scholarship searches
- Assist students with SAT and ACT registration
- Monitor academic progress and arrange tutoring services
- Organize, coordinate and chaperone educational field trips for students

Guidance Counselor 8/2008 – 6/2011
Seneca High School, Erie, PA

- Assisted students with academic, career and personal counseling; including post-secondary planning, scholarships, cyber school and credit recoup options
- Aided in the construction of the master schedule, scheduled students and corrected scheduling conflicts
- Helped coordinate PSSA testing and remediation, proctored exams, and disseminated results
- Compiled and maintained confidential records of student progress
- Monitored academic progress, met individually with students and maintained contact with parents

Program Director / Prevention Specialist 9/2002 – 8/2008
Greater Erie Community Action Committee, Erie, PA

- Served as the SAP drug and alcohol liaison for school districts throughout Erie County
- Conducted individual and group drug and alcohol counseling, presentations and educational sessions with students
- Administered drug and alcohol assessments and facilitated outpatient counseling referrals for 6th–12th grade students
- Implemented and facilitated multiple research-based drug and alcohol prevention curriculums in the Millcreek, Girard and City of Erie School Districts, as well as numerous alternative education sites

Internship & Practicum

Secondary School Guidance Counseling

Internship: *McDowell High School, Erie, PA*

6/2007 – 9/2007

Practicum: *McDowell Intermediate High School, Erie, PA*

1/2007 – 5/2007

- Conducted individual and group counseling sessions with students on personal and academic issues
- Organized and helped proctor the SAT and ACT tests, as well as disseminated results of the DAT tests
- Met with students/parents, reviewed transcripts, discussed scheduling options and resolved scheduling conflicts

Professional Associations

American School Counselor Assoc.

Pennsylvania School Counselor Assoc.

Erie School Counselor Assoc.

Robert Allen Lyle

3521 East Avenue, Erie, Pennsylvania 16504

Phone: 814-453-4567 E-Mail: bobbyleelectric@yahoo.com

Objective

To return to being a trades instructor in a vocational high school setting.

Experience

Robert Lyle Electric

May 2002 to Present

- Owner / Operator of an electrical mechanical (HVAC) contracting business based in Erie, Pennsylvania and serving the Tri-State area.
- Industrial, Commercial, and Residential electrical wiring, service, troubleshooting and installations.
- Industrial, Commercial, and Residential heating, ventilating and air-conditioning service, installations and troubleshooting.
- Licensed Master Electrician / Master Contractor
- State of Pennsylvania registered contractor

Regional Career and Technical Center

January 2011 to Present

- Instructor of Commercial refrigeration
- Instructor of HVAC Electrical
- Instructor of Industrial Pneumatics
- Instructor of Industrial Hydraulics
- Instructor of Industrial Electricity
- Instructor of Electronics for Technicians
- Instructor of "Women in Construction" Program (Electrical)
- Instructor of "Women and Minorities in Construction" (Electrical)

Bay Harbour Electric

July 2001 to May 2002

- Project Manager / Master Electrician
- Supervised electrical construction projects in the \$100K to \$1M range.
- Supervised multiple worksites at the same time.
- Instructor of all four levels of apprentice classes.
- NCCER Registered Core and Curriculum Instructor

Erie County Technical School

February 2001 to July 2001

- Instructor of Electrical Engineering
- Instructed high school students in theory and practical electrical concepts and installation.
- Temporary position due to absence of regular instructor.

Shriner's Hospitals for Children - Erie

April 1999 to February 2001

- Director of Engineering and Environmental Services
- Senior Manager of engineering, maintenance, security, housekeeping, grounds-keeping, and laundry departments.
- Construction Project Coordinator – Directly oversaw a \$13.5M hospital renovation and a \$7.5M surgical suite addition.
- Responsible for an operating budget of over \$1M.
- Provided monthly reports to the Shriner's Board of Directors and Operating Committee.

Erie County Technical School

August 1997 to April 1999

- Instructor of Facility Engineering
- Instructed High School students in all aspects of facility and construction trades skills.
- Electricity, Plumbing, HVAC, carpentry, cabinet making, tool and die, metalworking, welding, and safety.

Saint Vincent Surgery Center

September 1994 to August 1997

- Engineering Coordinator
- Directly responsible for engineering, maintenance, housekeeping, security and grounds keeping.
- One-day surgical center and 100K sq. ft. Professional Building.
- Coordinate all construction projects and contract labor.

Saint Vincent Health Center

June 1981 to September 1994

- Maintenance Electrician
- Perform repairs, service, and construction as well as bio-medical safety inspections.
- Worked second-shift for 6 years to attend college classes at Penn State.

Gannon University

June 1977 to June 1981

- Maintenance Electrician
- Perform repairs, service, and construction projects.
- Hired from a high-school coop position.

Education

Penn State University - Behrend

Summer 1988 to August 1994

Associates Degree – Electrical Engineering Technology

- Graduated 1992 Cum Laude – 3.75 GPA, 4.0 GPA in major

- Electrical Engineering Technology Department Honor Certificate 1992
- Joseph H. DeFrees Scholarship 1992
- Top of the Hill Scholarship 1991
- Tau Alpha Phi National Honor Society
- Alpha Sigma Lambda National Honor Society
- Worked full-time while obtaining degree
- Continued working on a BS degree until employment as an engineer in 1994

Erie Institute of Technology

Graduate 1986

- Electronic Engineering Technology Program
- 4.0 GPA overall.

Licensure, Diplomas, Continuing Education and Training, Certificates

- Associate Electrical Engineering Technology Diploma, with honors
- Master Electrician - 1986 to Present
- Erie Institute of Technology - Electronics Engineering Certificate
- State of Pennsylvania Competency Certificate - Building Trades Maintenance
- Electrical Instructor - National Center for Construction Education and Research
- Core Curricula Instructor - NCCER.
- Maintenance Welding Certificate - Regional Skills Center
- Commonwealth of Pennsylvania Registered Contractor
- Environmental Protection Agency - Registered Universal Technician
- Seven Habits of Highly Effective People Certificate

Skills

- Effective technology and trades instructor
- Knowledgeable, Fair, Honest, Respect-worthy
- Able to explain difficult concepts in simple terms
- Computer literate - PC or MAC
- AUTOCAD, EXCELL, WORD, POWERPOINT, Internet
- Excellent presentation skills - verbal or illustrative, iPad / projector interfacing