

William R. Freitas

P.O. Box 6493

Lawrenceville, NJ 08648

609-620-7605 home • 609-620-6140 work • 609-620-6579 home fax

E-mail: bfreitas@lawrenceville.org

<http://www.lawrenceville.org/~bfreitas>

Education

Bachelor of Arts, Rutgers University, 1984

Major: Computer Science Concentration: Management Information Systems

Related Work Experience

Director of Academic Technology, August 1997 to present

The Lawrenceville School, Lawrenceville, NJ

- Research, recommend, promote, and provide training for the use of technologies to the faculty
- Creation and implementation of a long-range comprehensive technology plan to incorporate the use of present and emerging technologies, designed to support, extend, and enhance the teaching and learning process
- Providing training and support to faculty in the deployment of technological tools for research, for communication with and between students, in classroom instruction and management, and for course preparation
- Assessment of faculty skill levels and development of faculty technology competencies, with training and evaluation instruments for same
- Teach Advanced Placement Computer Science, Programming, and interdisciplinary Humanities course

Technology Coordinator, August 1994 - July 1997

The Webb Schools, Claremont, CA

- Develop and implement comprehensive technology plan for 9-12 college-prep boarding school
- Responsible for design, creation, and maintenance of campus-wide Ethernet network, including connections to all classrooms, dorms, and faculty housing
- Evaluate, purchase, and install all hardware and software, including educational licensing
- Provide training for teaching and administration staffs and teach advanced computer classes
- Create and team-teach integrated Biology & Technology course

Senior Technical Editor / Director of Product Development, June 1989 - July 1994

Lawrenceville Press, Pennington, NJ

- Co-author of more than 15 best-selling computer textbooks including titles in programming and applications areas
- Coordinated writing staff and acted as final editor for all new textbooks and backlist revisions
- Researched possible new textbooks and developed production schedule
- Developed and expanded computer systems for development and administration staffs

Computer Science Instructor / Network Manager, August 1987 - July 1994

Saint Andrew's School, Boca Raton, FL

- Wrote and implemented campus technology plan focusing on educational goals rather than hardware and software
- Developed and taught a range of classes including Advanced Placement Computer Science, Computer Applications, Computer Aided Drafting and Design, and Desktop Publishing
- Responsible for classroom and administration hardware and software, and network installation, training, management, maintenance, and expansion
- Consultant to local schools on computerization of academic and administrative systems

Technical Writer / Technical Editor, June 1985 - June 1989

Lawrenceville Press, Pennington, NJ

- Researched, wrote, edited, and tested material for new textbooks and teacher support materials
- Technical support and trainer / lecturer for teachers using current textbooks
- Coordinated purchase of outside services such as design, typesetting, and printing
- Conducted marketing research and represented company at trade shows and conferences

Computer Experience

Extensive PC, Macintosh, Technology Planning, Networking, and Internet experience

- DOS, Windows 3.x, Windows 95 / 98 / XP, Mac OS System 6 / 7 / 8
- Networking Operating Systems and hardware
- Microsoft Office Professional; Word, Excel, PowerPoint, and Access
- Desktop publishing: PageMaker, CorelDraw, PhotoShop
- Integrated Packages: Microsoft Works, ClarisWorks
- Programming in BASIC, Visual Basic, Pascal, FORTRAN, COBOL, C++, and special purpose languages including simulations, DOS batch files, and mainframe JCLs
- Familiar with most applications including image creation and manipulation, CADD applications, OS utilities, editing / writing utilities, others
- Novell NetWare 2 and 3, use and administration
- Windows NT Server 3.5 and 4.0, installation, use, and administration
- Networking Hardware: Bay Networks, 3Com, Livingston, Compaq ProLiant, Dell PowerEdge, Ethernet / 10BaseT, Fast Ethernet / 100BaseT, Fiber optics, Category 5 UTP
- Internet tools, including E-mail, Netscape, Internet Explorer, FTP, World Wide Web home page design and creation, web site management
- Telecommunications: Modems, Wide Area Networks, ISDN, Frame Relay, TCP/IP

Awards and Recognitions

- Tandy Technology Scholar Outstanding Teacher
- Who's Who of Information Technology
- Lawrenceville Ritter Award for Teaching

Presentations and Training Sessions Conducted

- National Educational Computing Conference
- Computer Using Educators
- Association for Classroom Technologies
- Florida Educational Technology Conference
- Minnesota Educational Computing Conference
- New York State Association of Educational Data Systems
- National Association of Independent Schools
- New Jersey Association of Independent Schools
- California Association of Independent Schools
- Florida Council of Independent Schools
- American Library Association
- Georgia Department of Education - Technology Professional Development Day
- Tennessee Department of Education
- Texas Department of Education
- Buffalo (NY) Department of Education
- Columbus (OH) Department of Education
- Brooklyn (NY) Public Schools
- California Association of Business Officers
- Texas Association of Junior Colleges
- Advanced Placement Institute, St. Johnsbury Academy
- Peddie School Summer Institute
- The Lawrenceville School Technology in Education Seminars
- Woodrow Wilson National Fellowship Foundation - Content-driven Reform in Education

Professional Memberships

- Association for Computer Machinery (ACM)
- ACM's SIG Computer Science Education and SIG Computer Using Educators
- Consortium for School Networking (CoSN)
- Society for Technical Communication (STC)
- Association for Supervision and Curriculum Development (ASCD)
- International Society for Technology in Education (ISTE)
- Computer Using Educators (CUE)
- Association for the Advancement of Computing in Education (AACE)
- Administrative and Campus Computing Environments at Small Schools (ACCESS)
- Association for Classroom Technologies (ACT) - Executive Committee Advisory Board
- California Association of Independent Schools (CAIS) - Technology Professional Services Committee; Chair

School Committees

- Board of Trustees Technology Committee
- Board of Trustees Finance Committee
- Academic Technology Committee; Co-Chair
- Re-Accreditation External Scan Committee; Co-Chair
- Technology Planning Committee; Co-Chair
- Disciplinary Committee
- Department Chairs
- Library Director Search Committee