

Joni E. Allen-Caldwell



Education: BS Computer Management – Metropolitan State College
Attended University of Colorado at Denver MS Political Science
Colorado State Certified Substitute Teacher – License# 0438260
Emily Griffith Opportunity School – Home Health Aide State Certified
Aurora Citizens' Police Academy – 2007-01 Graduate

Career Highlights:

August 2005 – April 2013
Denver Public Schools – Denver, Colorado

Substitute Teacher

I taught at all levels of education performing the duties as a professional teacher within the Denver Public School system.

Denver Public Schools (DPS) – Swigert Elementary School

Librarian/Computer Tech

As a new school to Denver Public Schools, I independently developed the entire library/computer program. This included creating course syllabus and exploring computer course material suitable for grades one through three, including Early Child Education (ECE-3-4 years old).

I was responsible for maintaining library books and materials. This entailed checking books in and out, shelving returned books, and preparing billing reports for recovery of lost or damaged books.

I was responsible for maintaining and servicing all computers for the school. To maintain this environment, I attended computer tech classes provided by DPS.

Denver Public Schools – Westerly Creek Elementary School, WC

Paraprofessional – Kindergarten

I performed assigned duties as a teacher assistant. This included preparation of all materials required by the teacher for lesson instruction. I facilitated small student groups per assigned teacher instruction to needing additional help.

Denver Public Schools – Westerly Creek Elementary School, WC

Librarian/Computer Tech

As the Librarian/Computer Tech, I was responsible for preparing instructional lesson plans for library and computer activities for all classes. This included assisting students in finding books for leisure reading, class projects and other related library instruction.

I was responsible for reorganizing and maintaining library books and materials. These duties included book check-in – out, shelving returned books and preparing any necessary billing reports for recovery of lost or torn books.

I was also responsible for researching appropriate computer web sites for general learning such as keyboard typing as well as other instructional sites that may include games as learning tools.

October 1998 – August 2003

Colorado Department of Transportation (CDOT) – Denver, Colorado

Engineering Customer Service Unit Branch Manager

As Manager of the Engineering Customer Service Unit, I was responsible for managing three subordinate supervisors who were responsible for 19 employees to effectively operate and respond to the growing needs of the CDOT engineering community. I worked with these subordinate managers and teams to plan, monitor, and problem solve and support automated engineering software tools. I served as the focal point and was responsible for these tools to support the overall long-range plan from project inception through final closure of the project.

I was responsible for and functioned as the business partner and liaison for the Department in regard to engineering software developed applications used by consultant entities.

I was responsible for the Unit's financial obligations and activities. This included responsibility for a 3 million dollar budget, approving invoice payments, contracts, purchase requests and final approval in the Colorado Financial Reporting System, COFRS.

I was responsible for initiating all personnel actions including development of criteria, ratings and approval for final ratings of entire staff. These ratings were based upon agreed long- and short-term strategic and tactical plans.

October 1996 – October 1998

Colorado Department of Transportation (CDOT) – Denver, Colorado

Program Management CSU Manager

Duties included managing and supervising two teams consisting of scientific systems analysts and programmers to support the computing needs of the Department. These teams were responsible for planning, developing, integrating and implementation of computing systems and technologies, conducting technical studies and preparing technical documents for the transportation industry and customer community.

May 1993 – October 1996

Colorado Department of Transportation (CDOT) – Denver, Colorado

Senior System's Analyst Trns*port Team Leader

As the Trns*port Team Leader, I managed and supervised two program analysts and two contract programmer analyst for the purpose of administering, managing and directing the multiple engineering software system, Trns*port. I planned and scheduled all system analysis for the system which included strategic plans, schedules, and feasibility studies. I was the liaison between Information Systems Center and the Trns*port customer community.

I developed and prepared position duties and responsibilities for hiring contract and/or temporary employees. Conducted initial interviews and conveyed my recommendation to the Branch Manager.

April 1988 – May 1993

Colorado Department of Transportation (CDOT) – Denver, Colorado

Senior System's Analyst

Prepared Request for Proposal for replacing an antiquated project scheduling system. Conducted interviews with client customers and developed new processed based system requirements. Once the new system was acquired, designed and programmed links to other in use software such as the database management system and the Colorado Financial Reporting System, COFRS.

September 1986 – May 1999

Emily Griffith Opportunity School– Denver, Colorado

Part-time Instructor State Certified (Technical)

Prepared and delivered lectures, facilitated group discussions, instructed students in the area of computer science fundamentals, operating systems, internet, word processing, electronic spreadsheets, and database management and systems.

March 1984 – April 1988

Colorado Department of Transportation (CDOT) – Denver, Colorado

Administrative Officer

Designed and implemented computer databases to accommodate the needs of the Staff Construction Branch which resulted in the current computerized record keeping practices and computerized business reporting processes used now for budgeting future highway construction projects. Responsibilities also included supervising clerical and first level technical staff ensuring complete and accurate records on construction contracts.

Skills

Microsoft office Suite

Internet navigation