

GAIL PECK

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PROFILE

Dedicated leader with over ten years' experience leading diverse projects and teams. Hardworking, detail-oriented, tech-savvy, and skilled at managing projects through all cycles of development. Extremely organized with an ability to pivot when necessary. Able to collaborate with others effectively and also able to work independently to achieve set goals.

SKILLS

JAZZ IBM Lifecycle Management Tool, Monday.com, Cerner Remedy, Cerner eService, Sharepoint, Google Workspace, Microsoft Office Suite, iWork Suite, Canvas, Zoom, Teams, Slack, RenWeb, Synergy, Wordpress, HTML, Canva, Adobe Photoshop, Premiere, Acrobat, and Lightroom.

EXPERIENCE

Freelancer, Gail Peck Studios. LLC; Remote — December 2010 - Present **15-20 hours per week**

Award-winning artist professionally exhibiting work in juried exhibitions at art centers, and galleries. Website design, website maintenance, file management, inventory management, bookkeeping, research, grant writing, and marketing. Freelance projects include website design, website maintenance, photo editing, copy editing, art consulting, curation, proposal and presentation support, and administrative support.

Defect Manager, Valytics, LLC; Remote — July 2022 - July 2023 **40 hours per week**

Lead Defect Manager for LPDH on the DHMSM (Department of Defense Healthcare Management System Modernization) Program. Responsible for Defect Management and reporting issues encountered during test execution. Customer-facing position requiring deft handling of customer expectations, planning of retests, and deadlines for fixes. Led weekly Production Defect meeting with the customer. Created Oracle/Cerner Remedy tickets and worked with Vendors and Engineering to resolve all issues. Documented defects in IBM Jazz to track issues that are confirmed as bugs. Researched Interface Control Documents to determine that they had been updated to amend defects. QA of all defect data and evidence files to ensure adherence to HIPAA rules for PII/PHI and standardization compliance. Verified defects are accurately traced to requirements and test artifacts. Coordinated presentation of defects discovered during testing to determine if workarounds exist and adjudicate issues caused by the test environment or inaccurate documentation. Assigned defect retests to the testing team

Created and maintained Jazz dashboards for real-time test execution metrics and defect status reporting. Created custom reports in Remedy and Jazz on demand using custom queries. Exported data to Excel and utilized filtering, pivot tables and conditional formatting to transform data into information. Analyzed defect fixes to determine and record root cause. Created training documents and videos for the team. Led training sessions. Coordinated retest, results, and hand-off to Government testers for IV&V concurrence and closure.

Art Teacher, MCPS; Germantown, MD — August 2021 - July 2022
25 hours per week

Planned and provided for appropriate learning experiences for students. Provided an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervised students in a variety of school related settings. Monitored and evaluated student outcomes. Communicated and interacted with students, parents, staff, and community. Developed, selected, and modified instructional plans and materials to meet the needs of all students. Maintained appropriate records (data collection, grading, and reporting) and followed required procedures and practices. Monitored appropriate use and care of equipment, materials and facilities. Taught both in-person and over Zoom. Employed use of Synergy and Canvas Content Management Systems. Displayed student work.

Paraeducator, MCPS; Germantown, MD — March 2021 - August 2021
25 hours per week

Assisted teachers by performing a variety of tasks that promote student learning and well-being. Worked individually and in small groups to reinforce instruction, monitor performance, and support learning. Performed a variety of instructional and classroom management supports, as well as related clerical tasks to support teachers and other professional staff in all classrooms or learning environments (both in-person and virtually).

Communications Specialist, DASFederal, LLC; Remote — August 2020 - December 2020
20 hours per week

Short-term project for documentation assistance. Created SOPs for organization, including Employee Code of Conduct, created, edited, and maintained Employee Handbook, created and managed Press releases, created Power Point presentations for various uses within the organization, and participated in website testing.

Art Integration Specialist and Co-Teacher, The Auburn School; Silver Spring, MD — October 2016 - August 2019

40 hours per week

Designed integrated art curriculum from scratch. Taught knowledge and skills, nurtured confidence and character, and met the needs of all students by utilizing instructional models, strategies, and curriculum. Developed and maintained individualized lessons that provide a balance of standards-based and skills-based instruction aligned with student's Individualized Education Plan (IEP). Utilized school's behavior support and intervention strategies. Established and maintained student forms and files as required by SESI, local, state, and/or federal agencies including but not limited to: Individualized Education Plans (IEPs), Behavior Intervention Plans, Incident Reports, High-Risk Evaluation Forms, etc. Recorded and tracked student growth and progress towards academic, social, and emotional goals. Supervised students and ensured they are always monitored, including to and from appropriate locations within the school. Management of the art materials budget. Materials preparation and inventory data. Displayed student work in a variety of installations. Managed school-wide projects including set design for annual school play, school-wide collaborative mural painting, and the annual Art and Academic Gala.

EDUCATION

Maryland Institute College of Art, Baltimore, MD — Master of Fine Arts in Studio Art, Expected matriculation 2024

Arizona State University, Tempe, AZ — Bachelor of Arts in Art History, 2017

University of Maryland University College, Adelphi, MD — Bachelor of Science in Computer Studies, 2003 *magna cum laude*

TRAINING

Arizona State University: Continuing Education — Professional Certificate in Project Management, October 2022

DoD Joint Knowledge Online — Courses in Project Management, Conflict Management and Resolution, and Lean Six Sigma, August 2022