

THOMAS L. KNIGHT, JR.

EDUCATION

East Carolina University College of Business, Greenville, NC
Master of Business Administration, Management Information Systems
December 2018
GPA: 3.7/4.0

East Carolina University College of Business, Greenville, NC
Bachelor of Science in Business Administration, Management Information Systems
December 2015
GPA: 3.8/4.0; Chancellor's List (2013), Dean's List (2014, 2015)

Rockingham Community College, Wentworth, NC
Associate in Arts, College Transfer
May 2013
GPA: 4.0/4.0; President's List (2011, 2012, 2013)

EXPERIENCE

North Spray Christian Church, Eden, NC
Technical Services Coordinator
January 2006-Present

- Operate sound and video systems for all services
- Manage the computer, network, and phone systems
- Perform technical support for 4 church staff and 18 board members
- Maintain website and social media channels through TweetDeck and HootSuite
- Create church publicity materials and coordinate marketing initiatives
- Plan and coordinate special events
- Take photographs at all events
- Implemented email notification system to inform 98 church members
- Created church logo

Additional responsibilities:

- Serve as Chairperson of the Transportation Committee, overseeing the church bus (2013-Present)
- Serve as Chairperson of the Property Committee, overseeing all facilities and maintenance (2017-Present)
- Serve as Chairperson of the Evangelism Committee, overseeing visitor and new member services (2006-Present)
- Serve as Board Member (2013-Present)
- Served as Secretary for the Board (2014-2015)
- Serve as Vice Chairperson of the Board (2017-Present)

Rockingham County Literacy Project, Eden, NC

Director, Information Technology Services

March 2009-December 2015

- Designed and administered the computer, network, and phone systems
- Developed and administered budget for Information and Instructional Technology
- Maintained organization website and social media through TweetDeck and HootSuite
- Interfaced with area media personnel, including sending press releases and photographs
- Provided technical support to 12 staff, 107 tutors, and 9 board members
- Coordinated instructional technology efforts and provided training
- Directed marketing initiatives
- Researched and prepared information for writing grants, especially those involving instructional technology; assisted in writing grants and reviewed them before submission; monitored awarded grants to ensure purposes of grants were being fulfilled and budget guidelines were being met
- Implemented Google Apps for Business for email, calendar, and cloud storage system
- Was featured in Winter 2017 ProLiteracy *Notebook* article, "Using Interactive White Boards in the Adult Ed Classroom"

Rockingham County Schools, Eden, NC

Business Intern

January 2010-June 2011

- Established daily announcements email system to notify 1,008 students
- Established school DECA, National Honor Society, and yearbook social media presence
- Provided technical support for 92 staff members and 1,008 students
- Obtained perfect score on the school district website audit while managing the website

Rockingham County Literacy Project, Eden, NC

Administrative Assistant

July 2007-October 2009

- Answered multi-line phone system
- Created correspondence for Executive Director
- Managed Executive Director's calendar and appointments
- Assisted, registered, and tested students
- Provided customer service to students and community members

VOLUNTEER WORK

Aging, Disability, and Transit Services of Rockingham County, Reidsville, NC

Communications and Engagement Committee Member

March 2018-Present

- Oversee organization communications to be sure the organization is visible to the community
- Ensure that the community is engaged with the organization
- Strengthen community, business, and church partnerships

Rockingham County Literacy Project, Eden, NC

Board Member

June 2017-December 2017

- Oversaw operations and financial position of nonprofit
- Part of closing team

Morehead High School, Eden, NC

Special Events Photographer and Senior Project Judge

December 2011-June 2015

- Took photographs at special events
- Updated school website
- Judged senior graduation projects each semester

Morehead High School DECA Club, Eden, NC

Communications/Technology Officer

August 2010-June 2011

- Managed all communications with club members
- Maintained club social media sites

Rockingham Community College, Wentworth, NC

Office Assistant

July 2007-November 2008

- Answered multi-line phone system
- Assisted, registered, and tested students
- Provided customer service to students and community members

SKILLS

- Microsoft Office
- Adobe Suite (Photoshop, Lightroom, Illustrator, InDesign)
- G Suite Administration (formerly Google Apps)
- Windows OS
- Mac OS
- DSLR photography

ORGANIZATIONS/LEADERSHIP

- Beta Gamma Sigma Business Honor Society
- Phi Kappa Phi Honor Society
- Tau Sigma College Transfer Student Honor Society
- Phi Theta Kappa Honor Society for Two-Year Colleges
- Sigma Kappa Delta English Honor Society for Two-Year Colleges
- DECA (International Association of Business and Marketing Students)
- National Honor Society

HONORS/AWARDS/CERTIFICATIONS

- Certified Guest Service Professional, American Hotel and Lodging Educational Institute
- Outstanding Associate in Arts Student Award at Rockingham Community College
- National Business Education Award from the National Business Education Association
- Career Readiness Certification, ACT