

# THOMAS L. KNIGHT, JR.

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## EDUCATION

**East Carolina University College of Business**, Greenville, NC  
Master of Business Administration (MBA), 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; *magna cum laude*

**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 and fundraisers
- Take photographs at all events
- Implemented email notification system to inform 98 church members
- Created church logo

*Additional responsibilities:*

- Assist treasurer with budget and financial auditing
- Serve as Chairperson of the Transportation Committee, overseeing the church bus (2013-Present)
- Serve as Chairperson of the Evangelism Committee, overseeing visitor and new member services (2006-Present)
- Serve as Elder (2016-Present)
- Serve as Chairperson of the Property Committee, overseeing all facilities and maintenance (2018)
- Serve as Board Member (2013-2018)
- Serve as Vice Chairperson of the Board (2017-2018)
- Served as Secretary for the Board (2014-2015)
- Served as Deacon (2013-2015)

**Rockingham County Literacy Project, Eden, NC**

Director, Information Technology Services

March 2009-December 2015

- Administered the computer, network, and phone systems
- Developed and administered budget for Information and Instructional Technology
- Provided technical support to 12 staff, 107 tutors, and 9 board members
- Directed marketing initiatives
- Maintained organization website and social media through TweetDeck and HootSuite
- Interfaced with area media personnel, including sending press releases and photographs
- Coordinated all instructional technology efforts
- Administered online distance education instructional management system
- Designed distance education course materials to best meet needs of students with different learning styles and disabilities
- Maintained student information system (LACES) for student records
- Provided professional development training to staff and tutors
- Initiated online giving and fundraising campaigns
- Administered financial and donor management software, including producing reports
- 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 G Suite (formerly 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
- Provided technical support for 92 staff members and 1,008 students
- Taught technology to staff and students
- Established school DECA, National Honor Society, and yearbook social media presence
- 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
- Entered student data into student information system
- Assisted, registered, and tested students
- Tutored students and taught classes, as needed
- 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**

Continuing Education Office Assistant

July 2007-November 2008

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

## **SKILLS**

- Microsoft Office Suite (including Word, Excel (advanced), and PowerPoint)
- ActivInspire (for Promethean ActivBoards; interactive whiteboards)
- Moodle/Blackboard/Canvas Course Administration
- Adobe Suite (Photoshop, Lightroom, Illustrator, InDesign)
- Windows and Mac Operating Systems
- DSLR Photography
- WebEx
- G Suite Administration (formerly Google Apps)
- QuickBooks/PowerChurch/eTapestry

## **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