

NEKTAR MELETAKOS

Vocational IT Educator • AI Literacy Facilitator • Former IT Director (25+ years)
Montréal, Québec • 514-825-5341 • nektar.meletakos@gmail.com • Bilingual FR/EN

PROFESSIONAL PROFILE

Bilingual (FR/EN) vocational educator and seasoned IT executive bringing 25+ years of senior industry leadership into the classroom. Former IT Director at Groupe Éducalivres - a major Quebec educational publisher serving school boards, CEGEPs, and private colleges - now a DEP 5885 instructor, AI-literacy facilitator for CSS de Laval, and internship supervisor for adult learners. Skilled in designing ministry-aligned curriculum, authoring and validating Banque d'instruments de mesure (BIM) summative evaluations, supervising stages, and translating complex technical concepts for adult cohorts, retirees, and professionals. Currently completing a Bachelor of Vocational Education (Université de Sherbrooke). Seeking teaching or pedagogical-consultant roles with Quebec school service centres and CEGEPs.

AREAS OF STRENGTH

- Adult vocational instruction (DEP / AEC) in Informatique, Bureautique, and IT Support
- Curriculum and course-material development aligned with MEQ competency frameworks
- Summative and formative evaluation design, and pedagogical validation for the Banque d'instruments de mesure (BIM)
- Internship (stage) supervision across multiple host-employer sites
- AI literacy, prompt engineering, and responsible-use facilitation for educators and professionals
- Adult andragogy, change management, and reduction of "tech-anxiety"
- 25+ years operational credibility: networks, servers, virtualization, cloud, IT governance
- Bilingual delivery (French / English); conversational Greek

EDUCATION-SECTOR EXPERIENCE

AI Literacy Facilitator - Centre de services scolaire de Laval (CSS de Laval)

Jan. 2026 - Present

- Deliver professional-development seminars on AI literacy, prompt engineering, and ethical use of generative AI to school-board personnel and partner organizations.
- Adapt third-party curricula to cohort-specific needs; coach educators and professionals through practical adoption of AI tools in real workflows.
- Act as a reference voice on responsible, pedagogically sound AI integration within Quebec education.

IT Support Instructor - DEP 5885 - Verdun Adult & Career Centre, Lester B. Pearson School Board

Mar. 2024 - Present

- Teach the Information Technology Support program (DEP 5885) to adult learners: hardware, operating systems, networking fundamentals, software support, and customer-service methodology.
- Design complete course materials, lesson plans, and hands-on lab activities aligned with the ministry competency framework (référentiel de compétences).
- Authored and validated two formal summative evaluations for the Banque d'instruments de mesure (BIM), respecting MEQ pedagogical standards and validation protocols.
- Supervise student internships (stages) across multiple host-employer sites - maintaining continuous dialogue between learners, mentors, and the school to secure successful completion and employability outcomes.
- Coach learners on troubleshooting methodology, service-oriented problem solving, and workplace-ready professional habits.

Workshop Facilitator - Digital Literacy for Seniors - Loisirs Sainte-Dorothée

Feb. 2025 - Present

- Design and deliver weekly tech-literacy workshops for retirees: smartphones, internet navigation, online safety, cloud storage, scam awareness, and introductory AI.
- Adapt pace, vocabulary, and examples for non-technical older adults; emphasize autonomy, confidence, and safe habits over tool-specific minutiae.

PRIOR PRIVATE-SECTOR LEADERSHIP (CONDENSED)

Director of Information Technology - Groupe Éducalivres Inc. - Éditions Grand Duc & COBA Logiciels de Gestion

Feb. 2001 - Jan. 2024 (23 yrs)

Directed all IT operations, strategy, and infrastructure for a major Quebec educational publisher - giving me two decades of insider exposure to school boards, CEGEPs, private colleges, and universities, the very sector I now teach into.

- Led IT staff and partnered with a team of 25 in-house developers across the full lifecycle of the COBA ERP platform, deployed at municipalities, school boards, private colleges, CEGEPs, and universities.

- Served as expert advisor to educational clients during ERP implementations - producing evaluations, recommendations, training plans, and change-management support.
- Directed digital-transformation projects: Google Apps / Microsoft Cloud migration, MS SQL Server database migration, VMware / Hyper-V virtualization, 3rd-party logistics integration, Disaster Recovery plan (24-hour RTO), anti-spam deployment (>95% reduction).
- Trained and coached internal users on new tools and workflows, translating technical change into practical, confidence-building adoption - an early form of the pedagogical work I now do full-time.
- Reduced IT operating budget by 40% within the first year through procurement renegotiation and infrastructure rationalization; author of annual IT budget and DR/BCP strategy.
- Early evaluator of education-market technologies: interactive whiteboards, tablets, eBooks, web portals, Wi-Fi, smartphones.

IT Consultant - SoHo Solutions

Nov. 2000 - Feb. 2001

- IT consultancy for 15+ SMB clients: multi-platform server and network deployment, corporate website production.

Network Technician - Groupe Éducalivres

Sept. 1999 - Nov. 2000

- Supported a 180-user, 19-server multi-platform WAN across two sites; deployed new IT security measures; contributed to a Lotus Notes WAN rollout spanning 100+ replicating servers across North America.

Network Technician - ALP Microsystèmes

Sept. 1998 - Sept. 1999

- Deployed restaurant POS, network infrastructure, firewall/proxy, intranet and email servers; workstation imaging and rollout.

Production Manager - Waldman Plus (Groupe La Mer)

1988 - 1997

- Managed a federally inspected production facility; trained 35 employees on an AS/400 inventory and invoicing system; introduced office Internet as a work tool; grew Ontario sales by 12%.

EDUCATION & CREDENTIALS

- **Bachelor of Vocational Education (BVE)** - Adult & Continuing Education · Université de Sherbrooke · 2024 - in progress
- **DEP 5885 - Information Technology Support** · CDC Pont-Viau, Sir-Wilfrid-Laurier School Board · 2024 (RAC, DVS granted)
- **A.E.C. - Network Administration (1500 hrs)** · John Abbott College · 1999

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

ITIL Foundation (IT Service Management) · Google Apps for Business 200 · VMware vSphere: Install, Configure, Manage (v4.1) · CheckPoint FireWall-1 · Sun Solaris v7 · Visual Basic v6 · HTML · Ongoing professional development in AI literacy, prompt engineering, and generative-AI applications in education.

TECHNICAL EXPERTISE

Emerging technologies & AI: Generative AI (LLMs and media), prompt engineering, workflow automation, responsible/ethical AI use in education.

Educational technology: Moodle · Google Classroom · Microsoft Teams for Education · digital courseware design · evaluation validation for the BIM (Banque d'instruments de mesure) and MEQ standards.

Infrastructure & systems: Windows Server (AD / GPO) · Linux · MS SQL · Virtualization (VMware, Hyper-V, Proxmox) · Cloud (Microsoft 365, Google Workspace, Azure) · LAN/WAN, VPN, CheckPoint firewall, Wi-Fi, backup & DR.

End-user platforms: Windows, macOS, ChromeOS, Linux, iOS, Android; full Microsoft Office suite with advanced Excel and Word proficiency.

Programming (foundational): Visual Basic / VB.NET · HTML · JavaScript · VBScript / ASP · shell and DOS scripting.

LANGUAGES & COMMUNITY

Languages: French - fluent (oral & written) · English - fluent (oral & written) · Greek - conversational.

Community involvement: Weekend to End Cancer (team lead, 2005-2007 - raised >\$125,000 with team); Shave-to-Save (organizer, 2005-2006 - raised >\$25,000).