

## CHRONOLOGICAL RESUME

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### **JOB OBJECTIVE**

Position as trainer/instructional designer for an environmental compliance division of a hazardous waste management company.

### **EMPLOYEMENT AND EXPERIENCE**

#### **Assistant Manager, Hazardous Waste Management Program, City of SF, 5/96-present.**

Managed contracts to provide technical assistance to San Francisco businesses in hazardous waste management and reduction. Circulated Requests for Proposals, drafted and negotiated contracts, managed task orders, schedules and budgets.

Researched technical issues about hazardous waste disposal and recycling for businesses.

Edited Hazardous Waste and Recycling newsletters, wrote numerous articles, technical reports and fact sheets on hazardous waste and recycling topics.

Designed and developed variety of relational databases for hazardous waste and recycling projects. Trained 10 employees in database software.

Coordinated and counseled interns about environmental careers and department expectations, performed as liaison between interns and fellow managers.

Designed and developed web page for hazardous waste program ([www.sfhazwaste.org](http://www.sfhazwaste.org)), trained staff in HTML and maintaining web pages.

#### **Faculty, Department of Instructional Technologies, SFSU, 9/91-present.**

Taught evening graduate level class 3Introduction to Instructional Technologies2 each semester. This is a survey course of the field involving instructional design, writing, desktop publishing learning theories, computer technology, educational uses of multimedia and internet, videotape production and other audio-visual technologies.

#### **Computer Instructor, Center for Electronic Art, SF, 3/94-6/96.**

Taught evening class in basic Macintosh skills at non-profit vocational school for adults enrolled in multimedia and desktop publishing certificate programs.

**Hazardous Waste Program Coordinator, Sanitary Fill Company, SF, 3/92-5/96.**

Planned and supervised new program to collect hazardous waste from small businesses.

Developed and implemented outreach strategy to educate small businesses in San Francisco on the proper disposal of hazardous waste using new drop-off service.

Designed and wrote material for brochures and flyers, set up and managed mailing list, coordinated mailings.

Surveyed customers on waste minimization strategies and disseminated information back to other customers through newsletter.

Made presentations to the public concerning environmental review process; explained company's proposal to expand hazardous waste facility.

Planned and supervised neighborhood collections of household hazardous waste.

**Technical Writer, Sanitary Fill Company, SF, 7/90-3/92.**

Wrote articles for neighborhood newsletters; produced and coordinated direct mailings to targeted San Francisco neighborhoods.

Wrote and edited a variety of brochures, presentations, conference papers, reports and manuals for company's hazardous waste programs. Produced documents in house and using outside printers, artists, designers, and photographers.

Designed training workshops to teach non-chemists how to identify and classify hazardous wastes according to regulatory criteria. Projects included writing a manual from chemist's notes, writing video scripts and supervising video production, creating slide presentations and producing a variety of handouts.

**Training Consultant, Pacific Gas and Electric Company, San Ramon, 5/89-6-90.**

Developed learner-controlled cross-training programs for superintendent and supervisor candidates for major utility company. Met with seven teams of utility company supervisors developing training programs.

**Graduate Assistant, Department of Instructional Technologies, SFSU, 1/87-5/89.**

Reorganized and managed office and data functions for academic department.

Wrote student handbook, designed brochure explaining academic department policies and admissions requirements, coordinated teaching evaluations for faculty.

Created and maintained databases for records of students, applicants and local employees.

Collected and analyzed data for research project on learning Spanish by watching videos.

**Full-Charge Bookkeeper, Fishfinder, SF, 11/85-1/88.**

Managed accounts for small seafood distribution business: payroll, accounts receivable and payable, through monthly financial statements.

**High School Teacher, Andhra High School (Peace Corps), Fiji Islands, 11/82-1/85.**

Planned and delivered high school chemistry, physics and math classes; planned weekly laboratory experiments; organized laboratory and chemical supplies.

**EDUCATION**

MA, Education (Instructional Technologies) San Francisco State University, 1989.

BS, Chemistry, The University of Connecticut, Storrs, 1982.

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