

FUNCTIONAL RESUME

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JOB OBJECTIVE

Position as trainer/instructional designer for an environmental compliance division of a hazardous waste management company, using skills in training and teaching, administration and hazardous waste management, writing and computers.

RELEVANT SKILLS AND EXPERIENCE

Teaching and Training

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.

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

Made presentations to the public concerning environmental review process; explained company1s proposal to expand hazardous waste facility.

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

Writing and Instructional Design

Designed training workshops to teach non-chemists how to identify and classify hazardous wastes according to regulatory criteria. Projects included writing a manual from chemist1s notes, writing video scripts and supervising video production, creating slide presentations and producing a variety of handouts.

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.

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

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.

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

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

Administration and Hazardous Waste Management

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.

Planned and supervised new program to collect hazardous waste from small businesses. Also, planned and supervised neighborhood collections of household hazardous waste.

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

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

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

Reorganized and managed office and data functions for academic department.

Computers

Proficient in IBM and Macintosh software for database management, desktop and web publishing, spreadsheets and the internet.

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

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

EDUCATION

MA, Education (Instructional Technologies) San Francisco State University, 1989.
BS, Chemistry, The University of Connecticut, Storrs, 1982.

EMPLOYMENT HISTORY

Assistant Manager, SF Hazardous Waste Management Program 5/96-present
Faculty, Department of Instructional Technologies, SFSU 9/91-present
Computer Instructor, Center for Electronic Art, SF 3/94-6/96
Hazardous Waste Program Coordinator, Sanitary Fill Co., SF 3/92-5/96
Technical Writer, Sanitary Fill Co., SF 7/90-3/92
Training Consultant, PG&E, San Ramon 5/89-6-90
Graduate Assistant, Dept. of Instructional Technologies, SFSU 1/87-5/89
Full-Charge Bookkeeper, Fishfinder, SF 11/85-1/88
Science Teacher, Andhra High School (Peace Corps), Fiji Islands 11/82-1/85

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