

Mark William Branom

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website — <http://web.stanford.edu/people/markb/>

portfolio — <http://web.stanford.edu/people/markb/portfolio.html>

EDUCATION:

A.M., EDUCATION, Stanford University, 1996

- Master's Degree in English Education (with a Technology in Education focus)

A.B., DRAMA & COMMUNICATION, Stanford University, 1995

- Graduated with departmental honors

TEACHING EXPERIENCE (see portfolio for details <<http://web.stanford.edu/people/markb/portfolio.html> >):

LECTURER, Stanford University Continuing Studies Department (2000-present)

- Conduct hands-on technology classes for adult learners from the entire Bay Area
- Courses include HTML, *Dreamweaver*, Website Design, Image Processing, Graphics Production, Podcasting, Blogging, Sound and Video Creation

COMPUTER INSTRUCTOR, Practical Productivity Solutions (2014-present)

- Conduct hands-on technology classes for learners from various organizations (Intel, Altera, City of Hayward, Martinelli's, etc.)
- Courses include *MS Project*, *MS Excel*, *MS Outlook*, *Office 365*, and creating/presenting presentations (*Prezi*, *PowerPoint*, *Keynote*, etc.)

INSTRUCTOR AND COURSE DEVELOPER, Stanford University IT Services Technology Training (1999-2013)

- Taught Stanford faculty and staff about computers and technology in a variety of settings:
 - Hands-on computer lab classroom instruction
 - Large lecture classes
 - Personalized one-on-one training – providing just-in-time, exactly-as-needed expertise
 - Customized classes on demand for departments and groups
- Taught 200+ Courses on a wide variety of computer-related topics, including: *Prezi*, *Drupal*, *WordPress*, Basic Computer Usage, HTML, *Dreamweaver*, Website Design, Image Processing, Graphics Production, Database Creation and Management, *Adobe Acrobat*, Web Programming, Email, Computer Security, iPhone/iPad Use, Calendars, Protecting Documents on the Web, Podcasting, Blogging, Sound and Video Creation, Microsoft Applications (*Word*, *Excel*, *PowerPoint*), Microsoft *SharePoint*
- Technical Lead for the team

ADJUNCT PROFESSOR, Business Division, Cañada College (2000-2005)

- Taught college students business skills, computer usage, and technology
- Courses included HTML, Internet Usage, Email, Calendaring (*Outlook*) and *Adobe Acrobat*
- Managed and oversaw teaching assistants

FRESHMAN ADVISOR, Stanford University (1997-present)

- Provide academic and personal advice to Stanford undergraduates
- Manage and oversee Peer Advising Mentor

COMPUTER CONSULTANT (see portfolio for samples details <<http://web.stanford.edu/people/markb/portfolio.html> >):

LAB MANAGER, IT Services Technology Training (2012-2013)

- Created, updated and maintained classroom software images.
- Maintained hardware, software, networking, and AV systems in all facilities.
- Collaborated with IT Services technical security staff to maintain network security of all facilities.
- Installed, maintained, and tracked licenses/media for classroom software, updating versions as needed.
- Coordinated requested custom installs.
- Provided special hardware as needed by clients (document camera, microphones, scanner, etc.).
- Served as main technical representative and technical lead for evaluating and implementing technical changes in TT facilities.

WEBMASTER/COMPUTER CONSULTANT, Applied Survey Research, Branom Instrument Company, CHARITYSMITH, OnceUponAGreeting, Stanford University IT Services Technology Training, Stanford University Women's Center, Stanford University School of Engineering, and Stanford University Drama Department (1993-present)

- Create and maintain websites
- Create web-based computer scripts and programs
- Provide technical support (networking, hardware configuration, software installations, SharePoint administration and training, etc.)

TECHNICAL WRITER, Information Technology Systems and Services (1999-2002)

- Created, distributed, and maintained:
 - IT Services and Stanford University websites
 - Numerous publications on computing topics for the Stanford community
- Technical Lead responsible for organizing, creating, and distributing computer CDs and website containing software for the Stanford community (*Essential Stanford Software*)

EXPERT PARTNER/LOCAL NETWORK ADMINISTRATOR, School of Engineering (1997-99)

- Responsible for the creation and maintenance of the website: <http://ughb.stanford.edu>
- Managed local network setup and support (both hardware and software)
- Designed cover artwork for *Undergraduate Handbook* (both online and hardcopy versions)

ADMINISTRATIVE ASSOCIATE, Student Affairs, School of Engineering (1997-99)

- Assisted Senior Associate Dean and Assistant Director for Undergraduate Education with administrative duties (budget, calendar, confidential correspondence, student services, etc.)
- Created and maintained computer database of student petitions and program deviation requests
- Managed group of student office assistants
- Oversaw multi-million dollar budget

HONORS:

- Consistently receive favorable reviews from students.
- Nominated by students and colleagues as a dynamic mentor and asked to host dinners for the *Partners for Academic Excellence*.
- Nominated for the Amy Blue Award, which honors Stanford staff members who are exceptionally dedicated, supportive of colleagues and passionate about their work.