

Mark William Branom

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

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

INSTRUCTOR AND COURSE DEVELOPER, Stanford University IT Services Technology Training (2000-present)

- Teach 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
- Courses include Basic Computer Usage, HTML, *Dreamweaver*, Website Design, Image Processing, Graphics Production, *Adobe Acrobat*, Web Programming, Email, Computer Security, Handheld PDAs, Calendars, Database Programs, Protecting Documents on the Web, Podcasting, Blogging, Sound and Video Creation
- Technical Lead for the team producing web-based video helplet instruction

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

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

- Teach college students business skills, computer usage, and technology
- Courses include HTML, Internet Usage, Email, Calendaring (*Outlook*) and *Adobe Acrobat*
- Manage and oversee teaching assistants

FRESHMAN ADVISOR, Stanford University (1997-present)

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

OTHER WORK EXPERIENCE (see portfolio for samples <<http://www.stanford.edu/people/markb/portfolio.html>>):

WEBMASTER/COMPUTER CONSULTANT, Branom Instrument Company, 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, etc.)

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

- Created, distributed, and maintained:
 - ITSS 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

RECENT PUBLICATIONS:

Course Readers:

- Stanford University Continuing Studies courses:
Beginning Website Design, Enhanced Website Design, Graphics Production for the Web, Sound and Video for Websites, Using Dreamweaver, Photoshop, and Fireworks
- Stanford University IT Services courses:
Using Technology to Manage the Ever-Increasing Workload at Stanford, Adobe Acrobat, Photoshop Lite, Access Lite, FileMaker Pro Lite, Using Email at Stanford, Calendaring: Tips and Tricks in Sundial, Web Design Level 1: HTML Basics, Web Design Level 2: Cascading Style Sheets, Web Design Level 3: Using Tables, Web Design: Designing a Web Site, Web Design: Forms and Basic CGI Scripting, Web Design: Protecting Documents on the Web, Dreamweaver Lite, Using Video and Sound in Web Pages, Breeze Presenter, IT Services Site Training, Introduction to ReportMart, Photos, Graphics and the Web
- Cañada College courses:
Introduction to the Internet, Information Retrieval on the Internet, Introduction to HTML, Intermediate HTML, Using Outlook

Other Publications:

- *Video Helplets: Resetting Your SUNet ID Password, Changing Your SUNet ID Password, Using Webmail*
- *Creating Web Pages on the Leland System*
- *Using Email at Stanford*
- *Eudora Installation Guide*
- *Welcome to Stanford's Online Information Resources* (for newly admitted students)
- *A Guide to Stanford University's Computing Resources*

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