

### ***Career Objective***

Seeking a full-time position where I can apply my education, experience, skills and creative talents to support the instructional technology needs of faculty and to play a key role in enhancing the academic environment of a higher education institution.

### ***Career Summary***

A professional with five years experience and increasing responsibilities in higher education administration seeking further career opportunities in educational technology, multimedia, and instructional design.

- Self-motivated learner and creative problem-solver who quickly masters new technologies
- Strong communication and organizational skills that enhances technical knowledge; ability to explain and support the use of complex technologies with beginning users
- Hands-on experience offering faculty development and training sessions in multiple areas of instructional technology
- Experienced in collaborating with faculty, administrators, and IT professionals on multi-campus and interdisciplinary academic technology projects from initial development through implementation

### ***Education***

#### **M.S. Computers in Education – Department of Educational Technology**

Program requirements completed in July 2006, degree anticipated in September 2006  
Long Island University, C.W. Post Campus, Brookville, NY  
*January 2005 – July 2006*

#### **B.A. Anthropology**

#### **B.A. Religious Studies**

Connecticut College, New London, CT  
*September 1995 – May 1999*

### ***Technical Skills***

- *Webpage design* (Macromedia Dreamweaver, HTML, CSS)
- *Webpage animation* (Macromedia Flash)
- *Graphic design software* (Macromedia Fireworks, Adobe Photoshop)
- *Course management software* (WebCT)
- *Microsoft Office Suite* (advanced user of Microsoft Word and PowerPoint)
- *Screen capture software* (Camtasia, SnagIt)
- *Digital video editing software* (Windows Movie Maker, Photo Story 3)
- *Digital media technologies* (digital cameras, digital video recorders, LCD projection equipment)
- *Audio editing software* (Audacity, GarageBand)
- *Special hardware technologies* (videoconferencing, tablet PCs, MP3 players/iPods, handheld devices)
- *Wiki* (Confluence)

### ***Work Experience***

#### **Executive Assistant, Office of Academic Affairs**

Long Island University, Brookville, NY  
*August 2004 – Present*

Collaboratively develops and supports university-wide instructional technology initiatives. Organizes and supports annual instructional technology institute for university faculty. Manages annual faculty computer replacements and new full-time faculty computer orders. Created and updates Office of Academic Affairs website. Responds to student complaints directed to the Office of Academic Affairs. Organizes the annual, university-wide student-faculty evaluation process. Coordinates several annual university-wide faculty events. Drafts correspondence, takes and distributes meeting notes, researches and compiles reports as requested.

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**BREN CAMPBELL**  
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**Program Coordinator, Graduate School of Oriental Medicine**

New York College of Health Professions, Syosset, NY

*September 2000 – December 2003*

Provided general administrative support to the Dean and full-time faculty including furnishing correspondence and minute-taking. Maintained and updated academic department records and files. Liaised with college administrative departments regarding academic issues on a daily basis. Provided student advisement based on established academic policy. Organized and compiled annual and interim accreditation reports. Supervised work-study students and temporary assistants in basic office tasks. Co-edited New York College newsletter "InnerBalance."

**Administrative Assistant, Graduate School of Oriental Medicine**

The New York College for Wholistic Health, Education & Research, Syosset, NY

*October 1999 – September 2000*

Provided general administrative support to the Dean and full-time faculty. Maintained and updated academic department records and files. Expanded responsibilities to include student advisement and class scheduling. Updated program information and proofread for college catalog revision.

**Office Assistant & Intern**

Circle Sanctuary, Mt. Horeb, WI

*June 1998 – August 1998*

Provided general administrative office support. Supervised volunteers at international and regional retreats. Promoted retreats, services, and publications. Assisted in editing quarterly magazine. Summarized recent newspaper articles of interest for publication in quarterly magazine. Collaborated with webmaster to update organization's website.

**Computer Lab Consultant, Academic Computing Department**

Connecticut College, New London, CT

*September 1997 – May 1999*

Assisted students in computer use, word processing, internet, and graphic design programs. Downloaded and installed software for electronic classroom projects. Provided trouble-shooting for students using the computer lab.

**References**

**Michael B. Byrne, Ph.D.**

Co-Chair, Department of Educational Technology, C.W. Post Campus  
Coordinator of Academic Technology Projects, Long Island University

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