

# MARY BRUNE

EDUCATOR & CREATIVE PROFESSIONAL

## BRIEF BIOGRAPHY

I am an experienced educator and creative professional with a proven record of getting things done. As equally comfortable in an established organization as in a startup environment, I embrace challenges with flexibility and a willingness to learn.

## ACCOMPLISHMENTS

- Indeed Written Communication Assessment: *Expert*
- Indeed: Verbal Communication Assessment *Expert*
- Indeed Attention to Detail Assessment: *Advanced*
- Breast Cancer Fund 2009, Suzy Cain Leadership Award

## SKILLS AND ABILITIES:

- Computer graphics
- Copyediting
- Curriculum design
- Instructional design
- Logo design
- Page layout
- Photography
- Teaching
- Technical writing
- Video editing

## CONTACT:

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## EMPLOYMENT HISTORY

### GRAPHIC DESIGN PATHWAY INSTRUCTOR

*Madison Park Academy | July 2017 to present*

- Designed the curriculum for a three-course sequence of digital arts classes that expose 10th-12th grade students to the varied careers in the field of visual design.
- Instructed students in the use of professional tools like the Adobe Creative Suite to complete projects that align to California's CTE standards.
- Engaged industry partners to enable students hands-on experience of working in the field of design.
- Designed and delivered lessons on design principles, photography, page layout, logo design, animation, digital storytelling, and game design.

### SUBSTITUTE TEACHER

*Alameda Unified School District | February 2017 to June 2017*

Served as a substitute teacher for 1st grade and the Media Center at Franklin Elementary School.

### MOMS PROGRAM DIRECTOR\*

*Center for Environmental Health | August 2005 to January 2013*

- Managed all aspects of the program's activities including grant writing, media relations, public education, website maintenance, and grassroots organizing.
- Garnered local and national media coverage including profiles in *The Virtuous Consumer* (Leslie Garret), *Not Just a Pretty Face: The Ugly Side of the Beauty Industry* (Stacy Malkan), *The Smart Mama's Green Guide* (Jennifer Taggart), and *Pregnancy, Redbook* and *Working Mother* magazines, *The Los Angeles Times*, and *The San Francisco Chronicle*, as well as appearances on PBS Now, KQED, and KTVU.
- Received the Suzy Cain Leadership Award from the Breast Cancer Fund in 2009.
- MOMS merged with Center for Environmental Health in 2010.

\*My role with MOMS prior to 2010 overlapped with my contract work as a technical writer.

## TECHNICAL WRITER

*Various Contract Positions | March 2006 to September 2009*

- *KACE Networks* - Designed Adobe FrameMaker™ template for printed documentation. Documented the features and functions of the KBOX management system.
- *Project6 Design* - Wrote creative briefs, business requirements, and functional spec documents. Wrote copy for client websites, including Tyco Federal Credit Union.
- *Montana Meth Project* - Wrote new content for nationally recognized nonprofit site aimed at preventing teens from using Meth. Wrote new content for the Home page, Meth Info, and other sections of the site. Copyedited user-submitted stories.
- *RedRover Software* - Designed documentation templates for RedRover Audit™ and Detect™ products. Authored user guides, quick reference guides, and online help files.
- *Tyco Electronics* - Created quick install guides and user manuals for Dell™branded touchscreen monitors and accessories using Quark Xpress and Visio. Created networking diagrams, updated text, and oversaw translation of final documentation.

## SENIOR TECHNICAL WRITER

*Checkpoint Software Technologies, LLP | January 2003 to February 2006*

- Designed templates and authored user guide and online help documentation for the ZoneLabs suite of products.
- Oversaw the translation of the documentation.

## MANAGER, ENTERPRISE DOCUMENTATION

*AvantGo, Inc. | January 2000 to February 2003*

- Managed the writing and production of the AvantGo M-Business server and AvantGo client documentation.
- Scheduled, supervised, and evaluated the work of a four-person writing team.
- Implemented and oversaw a usability testing program.
- Coordinated the translation and print production of documentation.

## TECHNICAL WRITER

*Actioneer, Inc. | June 1996 to January 2000*

- Documented Actioneer® software for Palm® mobile devices.
- Copyedited marketing collateral.
- Wrote user guides, support documents, datasheets, online help, and web copy.
- Designed icons, UI prototypes, and banner ads.
- Conducted usability testing sessions.

## EDUCATION

### UC BERKELEY EXTENSION

*DSCTE Credential in Arts, Media, and Entertainment, and in Information and Communication Technologies*

Clear Credential Awarded August 2019

### SAN FRANCISCO STATE UNIVERSITY

*January 2017, MA Education (Instructional Technologies)  
January 2000, BA Technical and Professional Writing*

## VOLUNTEER EXPERIENCE

### FRIENDS OF THE ALAMEDA ANIMAL SHELTER

*Since 2018, I have cared for and socialized cats at the shelter.*

### PESTICIDE ACTION NETWORK

Served as a board member from February 2011 to May 2016, providing oversight to the organization and helped hire and evaluate the Executive Director.

### FRANKLIN ELEMENTARY PTA

Served as co-President from 2014-2016, helping to raise and oversee a budget of \$85K, while planning and organizing multiple events in support of the school community.