

MARY BRUNE

design@marybrune.com

<https://www.marybrune.com>

510-423-3616

Core Competencies

- Instructional Design
- E-Learning Development
- Curriculum Development
- Teaching
- Project Management
- Writing & Editing
- Graphic Design
- Video & Audio Editing

Tools:

Captivate, Canva, ChatGPT, Premiere Pro, Animate, Illustrator, PowerPoint, Jira, Confluence, Teams, Asana, SharePoint, Office 365.

Experience

Training Design Specialist

San Francisco Ethics Commission

Dec 2022 – Present

- Created instructional videos on ethics laws using Premiere Pro & Character Animator.
- Designed several interactive e-learning modules in Adobe Captivate.
- Recorded and edited audio for voiceover narration using Adobe Audition.
- Documented department protocols in Confluence.
- Improved website accessibility by recommending changes to fonts, color, and scale.
- Created the agency logo and developed brand guidelines and templates to maintain consistency in communications.

Graphic Design Instructor

Madison Park Academy, Oakland Unified School District

Jul 2017 – Jun 2022

- Developed standards-aligned curriculum for a three-course design pathway sequence using Adobe Creative Cloud applications.
- Mentored 150+ students annually in the development of print, multimedia, and interactive design projects, including games and mobile apps.
- Designed school logo, recruitment brochure, event signage, and other materials.

Board Member, Graduate Student, Primary Caregiver

Jan 2013 – Jul 2017

- Completed my six-year term as board member of Pesticide Action Network North America.
- Earned a Masters degree with a 4.0 GPA.
- Earned a CTE teaching credential.
- Served as primary caregiver to three children under age 9.

Co-Founder and MOMS Project Director

Center for Environmental Health / Making Our Milk Safe (MOMS)

Aug 2005 – Jan 2013

- Wrote all strategic communications, including fact sheets, email blasts, blog posts, and speeches.
- Designed campaign materials including brochures, banner art, stickers, and posters.
- Garnered local and national media coverage in *The Los Angeles Times*, *The San Francisco Chronicle*, *RedBook* and *Working Mother*; appeared on PBS Now, and KTVU news programs.
- Received the Suzy Cain Leadership award from the Breast Cancer Fund.

Sr. Technical Writer

Checkpoint Software Technologies, LLP

Feb 2003 – Feb 2006

- Designed FrameMaker templates for software manuals.
- Wrote end user documentation for the ZoneLabs suite of products.
- Oversaw the translation of documentation.

Manager, Enterprise Documentation

AvantGo, Inc.

Jan 2000 – Feb 2003

- Managed the production of the AvantGo M-Business Server and Client documentation.
- Scheduled, supervised, and contributed to the work of a four-person writing team.

Technical Writer

Actioneer, Inc.

Jun 1996 – Jan 2000

- Wrote online help and UX content for Actioneer software for Palm mobile devices.
- Designed and wrote product data sheets.
- Conducted usability testing sessions.

Education

- UC Berkeley Extension - CTE Teaching Credential in the industry sectors of Information & Communication Technologies, and Arts, Media, Entertainment
- San Francisco State University
Masters, Education - Instructional Technology
- San Francisco State University
Bachelors, Technical & Professional Writing