

MARILYN MCNEAL
www.marilynmcneal.com
contact@marilynmcneal.com

HIGHLIGHTS

- 7 years exp. teaching Basic Computer Skills, MS Office & Web Production in non-profit, college & university settings.
- Experience teaching one-on-one, in small groups or large classrooms.
- Experience providing student outreach, assessment, placement, support & evaluation within program guidelines.
- Experience creating & running online classrooms with open source Course Management Systems.
- Proficient with Windows and Macintosh operating systems.
- Experience setting up websites with Open Source Web 2.0 software: Drupal, Moodle, MediaWiki.
- Strong critical thinking, investigative, and problem-solving skills; excellent trouble-shooter.
- **Office Productivity:** Microsoft Office: MOUS Certified in Word, Excel, Access, PowerPoint, Outlook.
- **Graphic Design:** Photoshop, ImageReady • **Animation:** Flash • **Audio:** Ableton Live, Audition, ProTools LE
- **Web Production:** HTML, CSS, DreamWeaver, • **Print:** InDesign • **Video:** Windows Media Maker, Camtasia Studio

COMPUTER SKILLS TRAINING

- Experience delivering step-by-step instruction that incorporates theory, demonstration, exercises, labs & tests.
- Experience creating & maintaining online classrooms: Assignments, Resources, Calendar, Forum, News, Wikis.
- Experience using Instructor Support Materials: online Testing, Grading, Attendance, PowerPoint, Outlines & Notes.
- Exp utilizing best practices: team exercises, mini lectures, online study, forum research, performance quizzes.
- Experience setting up self-paced tutorials & supporting students during open lab time.

CURRICULUM DEVELOPMENT / INSTRUCTIONAL DESIGN

- Exp. w/ curriculum development process: defining scope, establishing learning goals, organizing content & media assets.
- Have developed hands-on computer training curricula spanning 2 – 70 hours.
- Provide patient explanations and examples; emphasis on demystifying workspace, using help menu and tutorials.
- Experience working with software textbooks; breaking content into manageable chunks, creating exercises & assignments.
- Experience working collaboratively with other instructors, administration, IT department.

WORKFORCE DEVELOPMENT / JOB SKILLS

- Taught unemployed adults Office Productivity software necessary for re-entering the workforce in SF, CA.
- Provided computer skills instruction to small business owners & entrepreneurs in Flatbush & Jamaica, Queens.
- Developed & taught Keyboarding & Job Readiness class to unemployed adults in Washington Heights, NY.
- Worked in Office of Student Life at Parsons School of Design helping students prepare for school and work.
- Provided Life Skills & Job Readiness Training to Homeless Unemployed at Glide Memorial Church in SF, CA.
- Developed “Learning & Life Skills” workshop for staff of Girls' Afterschool Academy in Sunnydale, CA.

DIGITAL MEDIA PRODUCTION

- Experience with creating & maintaining web sites for a start-up, a Top 10 site, various non-profits & artists.
- Experience with working with clients & end users during planning process: know how to identify changing needs.
- Familiar with troubleshooting website user problems & providing follow up and complete resolution
- Strong graphic design skills: know how to maximize layout, navigation, fonts & graphic elements
- Experience creating digital media: editing photos, recording & editing audio, video, Flash animation
- Experience embedding streaming audio, Flash animation and Flash with video on traditional web pages and wikis.

WORK EXPERIENCE

2004 – Present	Adjunct Faculty	City College of San Francisco	SF, CA
2005 – 2006	Adjunct Faculty	New College of California	SF, CA
2004 – 2005	Computer Instructor	Lavender Youth Recreation & Information Center (LYRIC)	SF, CA
2003 – 2006	Web Producer	Dissent Magazine	New York, NY
2003 – 2005	Web Producer	Women’s Economic Agenda Project	Oakland, CA
2003 – 2004	Computer Trainer	Positive Resource Center	SF, CA
2003 – 2004	Volunteer Instructor	San Francisco Public Library	SF, CA

2002 – 2003	Computer Instructor	Dept. of Business Services – The City of New York	New York, NY
2002 – 2003	Adjunct Faculty	New School University – Computer Instruction Center	New York, NY
2002 – 2003	Adjunct Faculty	Long Island University – Computer Technology Institute	New York, NY
2001 – 2002	Adjunct Faculty	Borough of Manhattan Community College/CUNY	New York, NY
2000 – 2002	Computer Instructor	Technology & Learning Center @ The Armory	New York, NY
1999 – 2000	Production Manager	Centerseat.com	New York, NY
1998 – 2000	Advisor	Parsons School of Design – Office of Student Affairs	New York, NY

EDUCATION / TRAINING

Digital Directions – Teacher Training Institute
Bay Area Video Coalition - 2005

CISCO Academy LMS Training
Schenectady, NY 2002

ProTools 101
Bay Area Video Coalition - 2005

CISCO Academy Remote Orientation
Lake Country Service Cooperative

MAX / MSP / Jitter
Bay Area Video Coalition - 2005

CIW Site Designer Certification
ProSoft Training, Austin, TX 2001

Moodle Online Courseware Training
New College of CA Digital Theater - 2005

M.A. Media Studies,
New School University, New York, NY 2000

MOUS Core Certification – Word, Excel, Access,
PowerPoint, Outlook 2002; COMPUSA – 2004

B.A. English Literature / Latin, Cum Laude,
University Scholar
University of Pittsburgh, Pittsburgh, PA 1989