



Alisandra Brewer

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EXPERIENCE:

January, 1996 - present:
Sonoma State University
Rohnert Park

Instructional Technology Consultant /
Lab Manager Coordinator

Lab Manager Coordinator: Manage nine Macintosh and four Windows computer labs with two other Lab Managers. Set up and manage AppleShare IP server with Network Assistant to administrate labs. Set up and manage OSX Server with Macintosh Manager to provide security for Macs in labs. Supervise student assistants. Plan and install new computer labs; upgrade existing labs. Maintain web pages for labs and other areas of ITS.

Develop and teach workshops for faculty and staff on Macintosh, Graphics, PageMaker, Photoshop and various web topics including WebCT. Helped develop and teach four-day faculty workshop: "Putting Your Course on the Web" now "Introduction to Teaching Online" twice a year.

Web Assistant Program Coordinator: Ran program to facilitate faculty members in creating web sites for courses by utilizing student assistants. Hired, trained and administrated student assistants. Assisted faculty members in planning and troubleshooting web pages.

Service Center: Telephone and on-site assistance and troubleshooting for faculty, staff and students.

January, 1996 - present:
Santa Rosa Junior College
Adjunct Faculty, CIS

Teach application-specific classes for Computer & Information Sciences Department in Adobe Photoshop, Mac OSX, Adobe PageMaker, Intro to Macintosh, Exploring the WWW, Lotus 123 and WordPerfect.

March, 1997 - present:
SSU Extended Education

Teach application-specific classes in Adobe Photoshop, InDesign & PageMaker, Care & Feeding of the Mac, Mac Tech & Troubleshooting and Graphics for the WWW.

November, 1994 - present:
Brewer & Associates, Santa Rosa
Computer Consultant

Independent Apple Macintosh Computer Consultant. On-site System Support of Macintosh computers, peripherals hardware and software. Tutoring in various software applications, resurrection of "crashed" systems, networking, recommendations for new or upgrading systems.

October, 1993 - November, 1994:
ExecUtron Computers, Santa Rosa
Assistant Retail Manager

Apple Computer Sales Consultant, Assistant Retail Manager. Customer Service, Sales and Tech Support of Macintosh computers, peripherals and software. Knowledge of all Mac hardware and software, and system troubleshooting and maintenance.

October, 1992 - September, 1993:
Price Club, Rohnert Park
Technical Sales Representative

In Tech Center, assisting members with selection and setup of IBM-compatible and Macintosh computers, peripherals, and software, business machines such as faxes, phones and copiers, and electronic equipment such as stereo components and TVs. Provided tech support for products. Also assisted Auditor for inventory control; helped devise better ways to reduce inventory shrink.

January, 1992 - July, 1992:
Peace Corps

Assigned to Mali, West Africa as a Teacher Trainer, working to help one of the world's poorest nations improve its education system. Started, designed and published a newsletter for the country's education volunteers.

December, 1990 - January, 1992:
Glen Ellen Winery

Human Resources Assistant, working on all aspects of personnel management, including training & safety, and hiring.
Tasting Room, pour and answer questions in very busy hospitality department.



Summers, 1990 - 1993:
California State Fair
& Exposition, Sacramento

Cellarmaster for Wine Competition. Responsible for staff in receiving and sorting wines, setting up 4th Dimension database, and double-checking all information on entries. Coordinated setup of three buildings. During three days of judging, was responsible for organizing and dispatching wines to judging panels. Fur & Feathers Building Coordinator (1990). Developed database (4D) which controlled six shows over eighteen days with 1,500 entries. Responsible for all aspects of shows, including planning, purchasing, overseeing actual competitions, supervising staff and building, and wrap-up of business.

1985 - 1990: Kesan Software
Development, Petaluma
Programmer

Partner in software programming company. Responsibilities included programming in 'C' and Pascal languages on the Apple Macintosh and IBM compatible computers, as well as marketing, production and quality-control.

1987 - 1989:
Creative Leisure, Petaluma.
Communications Coordinator

Assistant to Marketing Director in all functions, such as writing press releases and public relations packets. When she left, I assumed many of the in-house marketing functions, including creating special flyers and tracking reader responses to ads. In charge of bidding out and contracting print production. Supervised mailroom employees and operations, training of employees, and department budget and purchasing. Worked occasionally in customer service.

EDUCATION:

University of San Francisco, Bachelor of Science, Organizational Behavior, 1989
Santa Rosa Junior College, Associate of Arts, Supervisory Management

AREAS OF STUDY:

Human Resources
Organizational Development
Marketing
Research & Development
Oral & Written Communications, Critical Thinking
Budgets & Finance

COMPUTER EXPERTISE:

Adobe Certified Expert - Adobe Photoshop 5, Adobe Photoshop 6

Macintosh — Mac OS 6-9, Apple Network Assistant, Mac OS X Server & Macintosh Manger, AppleShare IP, MacDNS, PageMaker, Photoshop, HomePage, FileMaker Pro, Macromedia Director, Canvas, WordPerfect, AppleWorks, 4th Dimension, WriteNow, Excel, MS Office, Virtual PC, and others.

IBM-compatibles — WordPerfect, Lotus 123, Windows, Word, 'C' language programming.

Familiar with Multimedia, hardware, and many different word processing, spreadsheet, desktop publishing, graphics development and other applications for Windows and Macintosh.

OTHER RELATED EXPERIENCE:

Proofreader and Tech Editor for PeachPit's PageMaker 5.0 Companion, 1994

Volunteer at the California State Fair Wine Competition, 1986-1989

Cellarmaster & Computer Tech for the 1990, 1991 and 1993 El Dorado County Fair Wine Competition

FOREIGN LANGUAGE:

French, spoken and written

References available upon request

