

Brett A. Schwan

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Professional Profile

- Accomplished career demonstrating consistent success as an educator at both the primary and higher education levels. Outstanding track record in assuring student success.
- Effective communicator with excellent planning, organizational, and negotiation strengths as well as the ability to lead, establish goals, and attain results.
- Extensive background in graphic design and web design with knowledge of, and experience with: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe PageMaker, QuarkXPress, HTML, CSS, Flash, Dreamweaver, Fireworks, Microsoft Office, and both Mac and PC platforms.

Education

- **M.S., Educational Technology**, Long Island University/C.W. Post, Brookville, New York, 1996
- **B.A., Child Study (Elementary Education) with Concentration in Mathematics/Computers**, St. Joseph's College, Patchogue, New York, 1992

Honors and Awards

- Alpha Beta Kappa National Honor Society Induction, 2008
- Nominated for Career Education Corporation Educator of the Year 2008-2009

Licenses and Certifications

- New York State: Nursery, Kindergarten & Grades 1-6, Permanent Certificate
- Microsoft Excel Expert
- Microsoft PowerPoint Expert

Academic/Teaching Experience

Graphics Instructor, Briarcliffe College, Patchogue, New York, 2002-2009

- Taught the following classes in both traditional, online and hybrid formats: Intro to Macintosh, Page Layout I, Page Layout II, Digital Imaging I, Digital Imaging II, Survey of Design Concepts, Web Site Design, Advanced Website Design, Designing With Type, Survey of Graphic Design, Graphic Arts Production, Survey of Painting and Drawing Programs, Computer Illustration, The Business of Graphic Design, Resume and Portfolio Preparation, Practical Applications of Graphic Design, Senior Project I, and Senior Project II to class sizes that averaged 22 students.
- Provided necessary education counseling as student advisor to students
- Served as both Sr. Project Advisor and Graphic Design/Anime Club Advisor
- Served as Chair of the Faculty Review/ Faculty Development/ Human Resources Committee
- Member of the Library Committee, Member of Personal Development Workshop Committee
- Collected and rewrote Master Course Outlines for submission to New York State
- Observed and mentored adjunct faculty
- Attended all in service training and faculty development events.

Principle Graphics Instructor, New Horizons Computer Learning Center - Commack, New York, 1999-2002

- Taught Intro To Macintosh, Beginner Photoshop, Intermediate Photoshop, Advanced Photoshop, Beginner QuarkXPress, Intermediate QuarkXPress, Advanced QuarkXPress, Beginner Website Design, Intermediate Website Design, Advanced Website Design, Act!, Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Publisher to classes averaging 25 students both on site and off site.
- Promotions in 2000 and 2001

Office 97 Consultant, Lindenhurst High School, Lindenhurst Adult/Continuing Education Program, Lindenhurst, New York, 1998-1999

- Taught Microsoft Word, Microsoft Publisher, and Page Layout to classes of 25-30 students.

Grade 3 Teacher, Commack Road Elementary School, Islip Public School District, Islip, New York, 1995 - 1997

- Taught academic, social, and motor skills to elementary classes of 20-25 students aged 8-9.
- Prepared objectives and outlines for courses of study and assisted in developing curriculum.
- Counseled students when academic or adjustment problems arose and met with parents.
- Prepared, administered, and corrected tests; kept attendance and grade records.
- Supervisor of the Elementary Computer Club.

Computer Instructional Aide 1-5, Commack Road Elementary School, Islip Public School District, 1992 - 1995

- Ran and maintained computer room.
- Scheduled classes.
- Determined and selected age and subject appropriate software to be used by the individual students.
- Member of Elementary Computer Committee.