

David Casuto

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OBJECTIVE

Professional with diverse background in technology training, adult education, instructional design and all facets of business looking for a position as a Technology Instructor with City College of San Francisco.

SUMMARY OF QUALIFICATIONS:

Technology and training professional with vast teaching, business and organization development background.

- Master's Degrees: Masters in Education with an emphasis in Instructional Technologies. Master's work in Industrial/Organizational Psychology (all but thesis).
- Adult Education and Training: Diverse background including technology training, teaching, tutoring, instructional design, curriculum development, train the trainer and general classroom instruction.
- Instructional Design: Background in eLearning, ADDIE Design, and creative and technical writing. Portfolio available upon request.
- Organizational Development: Solid background in HR, training, employee surveys, testing/selection, interviewing, succession planning, project management, and job analysis.
- Management and Business: Direct and founded Educational Nonprofit organization that trains senior adults on computers and the internet. Currently own and operate two separate small businesses.
- Technology: Courses I am qualified to teach at City College: Photoshop, Flash, Dreamweaver, InDesign, Word, Excel, PowerPoint, Internet basic, Email, Digital Photography

EXPERIENCE HIGHLIGHTS

Training, Teaching and Instructional Design

- As Director of Senior Surf Computer Education, I conceive, design and develop all curricula, lesson plans and course materials, act as Lead Instructor, and train all new Instructors. Use adult learning theories to effectively teach older adults how to use computer software the internet and technology-related topics.
- As contract Instructor for UC Berkeley, San Francisco State University, Ciber Training, Synergy School write all curriculum, lesson plans and teach courses. All of these positions are current.
- Teach and train technology to all levels, ages and topic areas ranging from middle school aged to corporate employees to senior citizens.
- As Director of Placement for National Holistic Institute, developed curriculum and lesson plans for Job Search and Internship courses. Created course materials for all facets of job search and private practice.
- In addition to Instructional Designer/Project Manager Internship at ASK Learning, have designed and developed several projects from the ground up in graduate program.

Management and Business

General Business

- As the Founder and Executive Director of Senior Surf Computer Education, I manage all facets of the company.
- Created nonprofit organization from the ground up including business plan, successful grant writing, nonprofit application, hiring and training, HR and accounting.

Operations

- Business development, client relations, marketing, presentations, accounting, HR and training, website maintenance and development. As Director, all aspects of the company are managed by me.
- Started up and operated SF Branch office for small technical recruiting firm. Initially sole employee exclusively handling and developing all SF accounts both technical and non-technical, later to manage Recruiter and Business Development team. Managed training new employees and new hires. Reported to CEO.

Project Management

- As owner of a small business, my role is essentially high-level project management where my duties are manifold, interacting with clients, assessing and analyzing needs, outlining, designing and developing strategic plans, and implementing solutions and action plans.
- Director of Placement Department for over 400 students and thousands of graduates of the National Holistic Institute. Manage the school's Internship Program for four campuses.
- Liaison between all facets of the school and various channels outside of school; managed and coordinated and all events on and off campus.

- As Branch Manager for a Tech Recruiting firm, I managed small staff while operating "full desk" of clients and accounts.

Organizational Development

- Organizational Development and Human Resources experience conducting employee testing and succession planning at CPUC and PG&E
- Master's in Industrial/Organizational Psychology specializing in employee selection, recruitment and surveys
- Conducted job analysis, succession planning, structured interviews, and created/analyzed employee surveys

Technology

- Utilized and implemented various technologies including Dreamweaver, Photoshop and Flash for web site design and development. Exceedingly proficient in MS Office Suite
- Other Software: Proficient in Adobe Presenter/Breeze, Captivate, Camtasia iMovie, Premier Elements and Movie Maker
- As an Instructor of technology, highly proficient in most technologies including graphic design, digital storytelling, digital photography, photo editing, internet technologies, word processing and related technologies.
- Working knowledge of some hardware installation, acting as system admin for private clients

EMPLOYMENT SUMMARY

Academy X Training	Technical Trainer	San Francisco, CA	2009-Present
Multimedia Memoirs	Founder and Video Editor	San Francisco, CA	2008-Present
Synergy School	Technology Instructor	San Francisco, CA	2008-Present
Ciber Training	Technical Trainer	San Francisco, CA	2008-Present
UC Berkeley (OLLI)	Instructor/Lecturer	Berkeley, CA	2007-Present
UC Berkeley Extension	Instructor/Lecturer	Berkeley, CA	2010-Present
A.S.K. Learning (Contract)	Instructional Design/Project Manager	San Francisco, CA	2007-Present
San Francisco State University	Instructor - Extended Studies	San Francisco, CA	2006-Present
Senior Surf Computer Education	Director and Founder/Instructor	San Francisco, CA	2004-Present
National Holistic Institute	Director - Job Placement	Emeryville, CA	2002-2006
Trinite, Inc.	Technical Recruiter/Branch Manager	San Francisco, CA	2000-2002
California Public Utilities Comm.	HR/Testing Administrator	San Francisco, CA	2000
PG&E	Organizational Dev/HR Project Mgr	San Francisco, CA	1999

EDUCATION AND TRAINING

San Francisco State University

Master's of Education: Instructional Technologies Graduated December 2008

San Francisco State University

Master's of Science in Industrial/Organizational Psychology Graduated May 2000

San Diego State University

BS Psychology 1994

Technical Skills and Software

Design and Instructional Software: Photoshop, Flash, InDesign, Dreamweaver, ImageReady, Fireworks, Illustrator, Captivate, Camtasia SnapZ Pro, Adobe Presenter/Breeze, Acrobat Professional, iMovie, Premier Elements, Windows Movie Maker, Picasa, Wiki technology. Working knowledge of: Raptivity, Articulate.

Admin Software Knowledge: Word, Excel, PowerPoint, Publisher, Access, Outlook

Working knowledge of HTML and CSS.

References and portfolio pieces available upon request