

Professional Resume

Bruce Ryan

Software Applications Trainer
CompTIA A+ Instructor
Project Manager
Courseware Consultant
Database Developer

Career Summary

Bruce's 30 year professional career has been intrinsically tied to the development and implementation of Personal Computer technology and software development and applications in the working office and business environment. He has been working since the "beginning" on personal computers specifically as it relates to getting the job done for small businesses and non-profits. Bruce has designed websites, publications, presentations, and databases and provided help desk support.

Bruce honed his adult teaching skills while working at Computer Tutors for three years and as a Certified PADI Scuba Instructor for 10 years. His passion is to empower people to utilize technology to improve performance and create an environment of efficiency and effectiveness in his clients' personal and professional lives.

Trust for Public Land (10/04 to 02/09)

Operations Manager – Responsible for all the operations of the Florida Office for this San Francisco based non-profit dedicated to acquiring land, for protection. Bruce managed a PC networked based environment that utilized Microsoft Office Applications for office management; PageMaker and Quark for desktop publishing; GroupWise for office mail and scheduling; and PledgeMaker for tracking development prospects.

Computer Tutors USA (10/01 to 10/04)

Instructor – Microsoft Access, Word, Excel, Project, Outlook, PowerPoint, Business Objects Crystal Reports, A+, Operating Systems and Hardware classes. Manage a learning environment for adult education, and provide after classroom help desk support. Bruce designed his own curriculum for Access and database training.

Keep Florida Beautiful, Inc. - (10/97 to 08/01)

Director Programs and Grants – Direct and manage the **Florida Great American Cleanup™** each spring that included creating and managing the website www.keepFLbeautiful.org, Produce and manage Sticky Man™, the statewide litter campaign spokesperson, assist statewide Adopt-A-Shore programs, and assist in public relations/media and development overall for KFB. Also, manage \$1 million pass-through grant from legislative appropriation to community based grassroots programs for 1997-2000. Bruce was responsible for maintaining the computers for the office and built the network for the office. Bruce created and developed their first website. Bruce used Access to manage the grant programs, he used Project to manage his cleanups and he worked with graphic designers to create the Sticky Man™ character.

National Speleological Society/Cave Diving Section - (1/92 – 12/02)

Administrative Manager/Consultant - Contracted to provide administrative support and manage: the membership database, process sales orders and certification cards, and provide for the worldwide clearinghouse for cave diving information, help line for cave divers worldwide and primary contact for cave diving worldwide. Bruce developed a membership tracking data system and also related that data system to a certification card processing system for the Cave Diving Community. He also worked closely in the development of the CDS websites and he also worked closely on the production of the quarterly newsletter using PageMaker.

Center for Marine Conservation (now known as the Ocean Conservancy) (7/91 - 9/97)

Washington, D.C. / Florida Regional Office in St Petersburg, FL

Director of Programs / Office Manager - Coordinated the *Florida Coastal Cleanup* from 1992 to 1997. Responsible for developing the International Underwater Cleanup programs involving thousands of divers from around the world. Conduct marine debris educational programs, review and comment on legislation, and assist with general coastal and marine protection. Work includes developing informational and promotional literature and educational presentations using Microsoft Office tools. He produced PSAs for radio and television, and press releases for printed media. As office manager Bruce also built and maintained the entire computer network for the office. He managed to secure a donation from IBM for ten 386 PCs that arrived in pieces that he turned into a working office network environment.

Boca Seadventures Inc. (6/89 - 7/91) Boca Raton, Florida

General Manager - Responsible for all aspects of retail dive shop: retail sales, inventory, coordinate personnel, booked charters, maintained rental gear, filled tanks and managed the computer system. Produced promotional and educational materials - including "low impact diving", and promoted SCUBA certification programs. Coordinate statewide dive trips around Florida. Bruce also built a financial data tracking system that kept up with inventory, sales, payroll, clients, and travel.

Cobb Partners Financial, Inc. (8/88 - 5/89) Boca Raton, Florida IT Consultant - for Mortgage Banking company

Plumbing Experts (3/88 - 7/88) Boca Raton, Florida Computer Programming Contractor – Developed inventory and job tracking system.

Personnel One (11/87 - 3/88) and (10/86 - 1/87) Boca Raton, Florida Computer Consultant/Contractor

Jack Lupo Realty Company, Inc. (1/87 - 11/87) Boca Raton, Florida Computer Consultant/Contractor

University of California, Berkeley (11/85 - 05/86) Transportation Department Senior Vehicle Operator - while attending university – bought his first PC, a Commodore 64, and used it and a daisy wheel typewriter/printer and WordStar.

UNICON International, Inc. (10/84 - 10/85) Berkeley, California Administrative Assistant - for shipping container leasing company. Maintained database of container leases to shipping companies worldwide.

United States Navy (6/77 - 7/81) USS Saratoga CV-60 / USS Cleveland LPD-7

Yeoman E-4 - Honorable Discharge; DD-214 available upon request. Served as Captain's administrative assistant. Used his first computer; a dedicated word processor in 1977, the "Mag Card" Machine from IBM.

EDUCATION

University of California, Berkeley, California

BA History, 1983 to 1986

Minor in Computer Science (the first in the country at that time that offered Computer Science coursework through the Humanities Department that addressed the human and computer interface and treated computers as a human tool, not just a science tool.)

Ohlone College - Fremont, California (undergraduate work) 1982-83

COBOL Programming

DeAnza College - Cupertino, California (undergraduate work) 1981-82

BASIC Programming, FORTRAN, and Introduction to Computers.

U. S. Navy 1977-1981

Teletype Repair School - U.S. Navy 1979

Radioman "A" School - U.S. Navy 1979

Yeoman 3rd Class, Damage Control Team Training, and boat Coxswain

Cardinal Gibbons High School, Fort Lauderdale, Florida 1976