

## MERLE ANN BRANNER, MS, MLIS

1889 York Lane • Highland Park, IL 60035

847.361.1170 • merleab@me.com • e-Portfolio: <http://merlabranner.com>

---

### PROFESSIONAL PROFILE

- Educator who is an information and technology professional with a diverse background in library science, archives and photography.
- Organized self-starter and creative problem-solver with the ability to work in team environments and/or independently.
- Demonstrates a collaborative spirit with students, educators, researchers, and organizations by being customer focused.

### EDUCATION

Dominican University, River Forest, IL • **Master of Library & Information Science**

Pepperdine University, Culver City, CA • **Master of Science in Educational Computing**

Loyola Marymount University, Los Angeles, CA • **Teacher Certification**

Art Center College of Design, Pasadena, CA • **Bachelor of Fine Arts in Photography**

### CERTIFICATION

- **State of Illinois Teachers Certificate:** (Upper Elementary/Jr. High in Art and Computer Science, & 6-12 Art: (Type Standard Secondary Teaching) Valid to 2026
- **State of California Professional Clear Single Subject Teaching Credential:** Art, Supplementary Authorization: Computer Concepts & Applications. (K-12) Valid to 2022

### SKILLS SUMMARY

- Motivator with an insight to stimulate, lead, and work well with students and colleagues.
- Ability to create, develop and manage cutting edge multimedia projects efficiently.
- Experienced in the use of Web 2.0 tools, research emerging technologies and curriculum development.
- Able to manage multiple projects, people and meet deadlines.
- Experience in analyzing complex concepts to make them comprehensible and effectively teach a diverse population.
- Understands the different learning styles, and has the ability to integrate technology for the increase of productivity for all types of learners.
- An advocate of the use of Universal Design Principles.

### TECHNICAL SKILLS

- **Applications:** PhotoShop, Photo Elements, Acrobat Pro, InDesign, FileMaker Pro, Microsoft Office, Audacity, Notability, Inspiration, Kurzweil 3000, Dragon Natural Speaking, Google Docs, iMovie, Photos, Pages, Numbers and Keynote, Garage Band, TeamViewer
- **Student Management Systems:** SchoolSuite and SeniorSystems
- **Learning Management Systems:** Schoology and MyBackPack
- **Remote Learning:** Zoom, TeamViewer, Skype, FaceTime,
- **Operating Systems:** Mac OS, IOS, and Windows
- **Still Photography:** Digital and Film Based
- **Moving Images:** Videography, Streaming and Editing

### EDUCATION & TRAINING EXPERIENCE

#### Technology Coach & Substitute Teacher

Kildeer Countryside School District 96, Buffalo Grove, IL • 2007 – 2009, 2015 – 2018 & 2020 - Present

**Technology Coach** (Long-term Substitute) Prairie School, Buffalo Grove, IL • 2015

- Technology integration support for faculty.

**Learning Center Instructor/Building Technologist** (Long-term Substitute) • 2007

Willow Grove Kindergarten Center, Buffalo Grove, IL

- Technology support for the building & Learning Center teacher.

#### Coordinator of Instructional Technology

Woodlands Academy, Lake Forest, IL • 2011– 2013

- Facilitated the integration of technology with faculty, staff and students.

- Classroom teacher- Introduction to Computer Technology, Digital Photography & Graphics.
- Established a Wiki called "Switch-Space," a technology learning community for educators.
- Researched, utilized, and promoted the use of emerging technologies with faculty and students.
- Wrote and executed the iPad Rollout Plan and Training for faculty (June, 2012)
- Wrote the student iPad Rollout Plan for 2013 – 2014
- Co-Webmaster - maintained, modified and updated the existing school web site.

### **Adaptive Technology Specialist**

Disability Support Services at Dominican University, River Forest, IL • Spring 2009

- Oversaw the implementation of academic accommodations, regarding adaptive/assistive technology for students with disabilities, including training student on applications, grant and technology research.
- Responsible for electronic file management and maintained the DSS web pages.
- Tech Expo 2009: Invited vendors, presented and coordinated the DSS presentation to promote the use of Universally Designed applications on campus.
- Wrote paper on educating professors on learning styles (differences) so they have a better understanding how to reach all the learners in their classes.

### **Technology Coordinator/Teacher**

Sacred Heart School, Winnetka, IL • 2004 – 2005

- Facilitated teachers with the infusion of technology into their class curriculum and hosted a "School Night" at the local Apple Store for students to demonstrate skills.
- Facilitated a videoconference on "Cultural Diversity" with the National Baseball Hall of Fame and Museum.
- Webmaster - maintained, modified and updated the existing school web site.

### **Computer Instructor/Teacher Technologist**

Beach Park Middle School, Beach Park, IL • 2002 – 2004

- Created and taught the 7<sup>th</sup> and 8<sup>th</sup> grade curriculum in technology and was the Technology Club Sponsor.
- Provided technology support for the faculty and was the Webmaster.

### **Computer Instructor/Technology Specialist (Long-term Substitute) • 2001 – 2002**

Carleton W. Washburne Middle School, Winnetka, IL

- Supervised the computer lab, supported faculty use of technology, taught computer application courses, and developed lessons.

### **Technology Specialist**

Solomon Schechter Day School, Northbrook, IL • 2000 – 2001

- Managed and supported technology in K-8 environment: Researched, purchased, configured, installed, maintained Macintosh and Windows based machines running on a Novell network.

### **Technology Consulting/Training: Web Design • Photography • Archives • Information Management**

Merle A. Branner Information Professional & Educator, Highland Park, IL • 1998 – present

- Consult, install, and train clients on technology (Windows, Mac and IOS), mobile devices, Microsoft Office Suite, PhotoShop, Pages, Numbers, Keynote, Zoom, TeamViewer, Skype and Google Docs.
- Digitize client's files to go paperless, set-up file server and develop web sites.
- Archival consulting setting up an Institutional Archives.
- Video Streaming for North Shore Congregation Israel.
- Freelance photographer utilizing PhotoShop and Lightroom.

### **Photography Instructor, Photography • Design**

J.S. Morton High School District, Cicero, IL • 1992 – 1997

- Wrote curriculum, taught lab and studio photography courses and Basic Design.
- Integrated computer technology into the curriculum and was the Photography Club Sponsor.

### Computer Trainer

Education Alliance, Highland Park, IL • 1991 – 1992

- Taught classes and wrote Computer Application curriculum.
- Classes were held at The School of the Art Institute, Northern Illinois University, DePaul University, Lake Forest College, Loyola University and IIT.

### Photography Teacher

New Trier High School, Winnetka, IL • 1990 – 1991

- Wrote curriculum, taught lab and studio photography courses and was the Art Club Sponsor.

### INFORMATION PROFESSIONAL EXPERIENCE (Complete list on e-portfolio)

**Contract Archivist** • 07/2015 – present

Volunteer Archivist • 2003 – 06/2015

North Shore Congregation Israel, Glencoe, IL

- Developing, organizing, and managing an institutional archive.
- Working with staff, outside researchers, recruiting and managing volunteers.
- Creating interesting presentations, educational displays, event photography and video.

**Project Archivist** • 09/16/2019 – 06/30/2020

DePaul University Archives & Special Collections, Chicago, IL

- Surveyed the National People's Action Collection, developed a processing plan, arranged, processed, weeded and created an EAD finding aid.

**Part-time Archivist** • 10/16/2018 – 08/05/2019

Japanese American Service Committee, Chicago, IL

- Accessioned donations, processed, weeded and cataloged materials to make accessible for researchers.
- Records Management for the organizational records.
- Supported research needs of the executive director, staff and international and external clientele.

**Contract Project Archivist** • 04/18/2018 – 11/05/2018

Kenamore & Klinkow, LLC: American College of Healthcare Executives

- Developed records groups, series and created order to the historical materials.
- Processed, weeded, cataloged materials and set up an Archive room.

**Contract Project Archivist** • 02/22/2018 – 06/22/2018

Kenamore & Klinkow, LLC: Morton Windsor Salt Historic Archives

- Processed, weeded and cataloged materials.
- Digitized materials and uploaded to SharePoint.

**Contract Project Archivist in the Legal Department** • April 2011 – May 2011

Rexam Beverage Can Company, Chicago, IL

- Appraisal of legal documents and evaluated patents for enduring value: weeded, arranged, scanned and created descriptive inventory for off-site storage and electronic records retrieval.

**Contract Project Archivist** • April 2011 – May 2011

SDI International Corporation: Motorola, Inc. Legacy Archives, Schaumburg, IL

- Appraisal of records, video and image collections: processed, weeded, arranged, re-housed, developed a taxonomy, described and created accession and location records.

### REFERENCES (Complete list on e-portfolio)

- Christine Pfaff, Principal at Prairie School, [cpfaff@kcsd96.org](mailto:cpfaff@kcsd96.org)
- Barbara Cirigliano, (Retired) Principal at Willow Grove Kindergarten and Early Learning Childhood Center, [bwc\\_53@hotmail.com](mailto:bwc_53@hotmail.com)
- Mary Parisoe, Retired Teacher at Woodlands Academy, [mary2paws@yahoo.com](mailto:mary2paws@yahoo.com)