



KAMI GRIFFITHS

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WORK EXPERIENCE

10/06-Present **TechSoup**, San Francisco, CA

Senior Program Associate

- Interview public libraries and community organizations with public computer labs to gather best practices around maintaining public computers.
- Speak at conference and present about TechSoup and its programs.
- Develop and deliver trainings and webinars to assist nonprofits with managing their technology.
- Design and produce educational screen-captures demonstrating how to use various software packages.

8/03-9/06 **City of New York Parks & Recreation: Computer Resource Centers**, New York, NY

- Helped manage 27 computer labs located within recreation centers throughout New York City.
- Led monthly staff meetings and coordinated speakers and trainings.
- Developed fundraising kit with a DVD of youth produced videos and brochure.

Volunteer Program Manager

- Recruited volunteers to teach computer classes to community members.
- Managed volunteer placement and tracked attendance.

Computer Instructor

- Taught classes weekly to for a welfare to work program preparing participants for the job market by teaching internet job search and clerical computer skills.
- Provided group training to Parks Department employees by request. Classes given included MS Word, MS Excel, MS PowerPoint, Adobe Photoshop, MS Publisher and MS Outlook.
- Taught computer literacy class to 11-13 year olds in conjunction with Project Stretch, a Department of CUNY Graduate School of Education.

10/01-4/03 **Global Exchange**, San Francisco, CA

Art Director

- Designed and produced event posters, invitations, delegation reports, banners, video covers, stickers, T-shirts and a quarterly newsletter.
- Managed and designed advertising placed in national and international publications.

9/99-8/01 **The Creative Group**, Boston, MA

Freelance Graphic Designer

- Produced brochures, newsletters and other collateral material.
- Designed illustrations, animated and interactive presentations for the Web.

3/96-9/99 **Coldwell Banker Burnet**, Minneapolis, MN

Art Director

- Coordinated the design, production and printing of brochures, ads, flyers, quarterly and monthly newsletters, invitations and collateral material for the parent and subsidiary companies.
- Created promotional posters, designs for apparel and trade show booth graphics.

VOLUNTEER EXPERIENCE

- 3/07-Present **Community Technology Network of the Bay Area**, San Francisco, CA
- Steering Committee Member.
 - Organize month community technology meetings throughout the Bay Area.
- 2/07-Present **TechConnect**, San Francisco, CA
- Help organize and promote TechConnect events.
 - Develop training material for other computer tutors.
 - Tutor adults at TechConnect events as needed.
- 11/06-Present **Full Circle Fund**, San Francisco, CA
- Assist in selecting future foundation grantees.
 - Work with grantees and assist them as needed.
- 6/07-Present **Hayes Valley Learning Center**, San Francisco, CA
- Coordinated the installation of 15 donated computers.
 - Teach weekly computer classes to adults and seniors.
 - Recruit and train volunteers to provide computer tutorials
- 1/07-Present **Project Read**, San Francisco, CA
- Work with an adult learner teaching basic literacy and math skills.
- 10/04-5/06 **Literacy Partners**, New York City, NY
- Taught Adult Basic Education (ABE) classes to adults.
- 9/06 **PS43 Elementary School**, Bronx, NY
- Designed and painted a mural to celebrate the school's centennial.

EDUCATION

- 9/91-5/95 **St. Olaf College**, Northfield, MN
- BA in Studio Art, Art Department Distinction, Cum Laude

COMPUTER EXPERIENCE *Proficient in both MAC and IBM platforms*

- Adobe: Photoshop, ImageReady, InDesign, Illustrator, Captivate, Dreamweaver, Flash, Acrobat
- Microsoft: Word, Excel, PowerPoint, Publisher, Access, FrontPage