

Braden V. Kuznia

451 16TH Avenue South, Fargo, ND 58103
www.bradenkuznia.com <info@bradenkuznia.com> 701.361.6243

SUMMARY

I have worked in the student affairs field for the past two and a half years while in the Comstock Memorial Union on the campus of Minnesota State University Moorhead. I have been responsible for a wide variety of items within my position including event planning and scheduling, supervision of both student and full time staff, marketing, advertising, design, website creation and much more.

EDUCATION

- 2008 – Present **Minnesota State University – Moorhead – Moorhead, MN**
Currently working toward a Masters of Science degree in Educational Leadership with an emphasis in technology.
- 1995 – 2000 **Minnesota State University – Moorhead – Moorhead, MN**
Obtained a Bachelor of Science degree in Graphic Communications, 2000.
Emphasis in Multimedia Design and Photography

EXPERIENCE

- 2007 – PRESENT **Assistant Director of Event Services – Comstock Memorial Union, Moorhead, MN**
Supervise eight event services student workers and co-supervise three full time general maintenance workers. Responsible for day-to-day event operations in the student union. Plan, schedule and supervise setups. Current webmaster for student union. Helped in the creation of website for Office of Student Activities and help maintain sites for Office of Student Activities, DragonFrost, DragonFest & Homecoming. Plan rotation of office computers, projectors, check out equipment, and other technology. Help define advertising opportunities for the Comstock Memorial Union and it's services.
- 2006 – 2007 **Online Advertising Account Manager – Forum Communications Company FCC Interactive, Fargo, ND**
Researched, proposed and implemented a new online banner advertising delivery solution for all thirty Forum Communications Company newspaper websites.
Responsible for managing online banner advertising accounts for The Forum newspaper on In-Forum, propose online advertising ideas and answer questions for all company Advertising Representatives.
Trained other Forum Communications Company newspapers on new ad delivery system.
- 2001 – 2006 **Web Producer – Forum Communications Company FCC Interactive, Fargo, ND**
Designed graphics for the web and print on a daily basis.
Provided customer support for both existing clients who host websites with i29.net and all thirty Forum Communications Company newspaper properties daily.
Co-Developed a system using LaTeX and Cold Fusion to create PDFs generated from database content for printing purposes. It was used in The Forum for real estate Photo Ads.
Implemented a new tool for content delivery from The Forum newsroom to In-Forum. BoxTool allows the user to send XML data from Quark directly to the Web.
Set up BoxTool training for newsroom, coordinated photo manipulation and feeds to In-Forum from the Camera/Plate department.
Led the redesign of In-Forum site in early 2004. Key items were new site structure, heavy use of CSS styles and reworking the internal content management system.
Produced client website design for *www.firstclasscorp.com* (production of site, admin, and set up MySQL database), *www.careerFM.com* (Initial design and production), *www.jackchiversrealty.com* (Admin setup and production), *www.bolgerfuneralhome.com* (Set up online Video Tributes and website updates).
- 2000 – 2001 **Web Liaison/Product Manager – Justwish.com PLC, London, England, UK**
Participated in the work exchange program BUNAC to gain knowledge of other culture's work environments.
Developed and maintained the database of products which were sold online.
Developed web graphics for website.
Collaborated on marketing strategies.
- 1997 – 2000 **Recreation & Outing Center Manager – Comstock Memorial Union, Moorhead, MN**
Promoted to Manager May 1997 from a front line employee of the Recreation & Outing Center.
Visionary skills acquired by successfully gathering information and receiving approval for the first Game Vendor change in Recreation and Outing Center.
Interpersonal communication skills gained from hiring, training, scheduling, and supervising eight student employees.
Developed strong written communication skills by researching, writing proposing and receiving approval for buying outdoor rental equipment (skis, canoes, tents, hiking packs).
Conflict Resolution skills gained from handling customer complaints and staff conflicts.

TEACHING EXPERIENCE

2004 – PRESENT

Adjunct Faculty – Minnesota State University Moorhead, Moorhead, MN

Teacher for Mass Communications 351, Online Communications.

Instruct a hands-on lab class to thirty students of varying majors on how to publish websites using the program Dreamweaver.

AWARDS/EXHIBITIONS/PUBLICATIONS

MAY 2009

Awarded Digital Signage, Calendar project

NOVEMBER 2001

Certificate of Continuing Education, Designing with Dreamweaver

MAY 2004

Interactive Media Group “Extra Mile Award”

MAY 2000

Published in photography Book “Fargo on Broadway”

LEADERSHIP

2008 – PRESENT

Region 10 Association of College Unions International Communications Coordinator

AUGUST 2008, 2009

Presentations given for a variety of leadership topics for Student Leader Training.

1999, 2009

Association of College Unions International Conference Planning Team Member

SPRING 2005

Professional contact for NDSU’s Capstone Project with In-Forum.com

2003 - 2007

United Way of Cass Clay Committee member at The Forum for four years

2000

Presenter of Customer Service Workshop for Manager Training at Comstock Memorial Union.

1999

Co-Presenter of “Students Managing Students” Educational Sessions at the 1999 Region 10 Association of College Unions International Conference

DESIGN SKILLS

Project management

Web & print design

Website SEO

Client communication

Concept development

Website usability

DIGITAL SKILLS

Experience using Mac and PC/Win XP platforms

Adobe Creative Suite apps

Windows media

Cold Fusion &

XHTML

CSS

PHP

EMS Enterprise Scheduling

Meeting Matrix Room Diagrams

MS Office