

## 6. Recruitment Criteria

### ***Project Manager:***

**Erin Cunia** (see attached résumé)



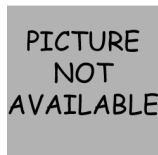
### ***Project Team Members:***

#### **Byeungseob Choi**



M.S. candidate, Instructional Design, Development, & Evaluation  
M.S. Elementary English Education  
B.A. Elementary Education  
14 years experience in elementary education  
Research chair, technology manager, steering committee, community volunteer.

#### **Joanne Harlow**



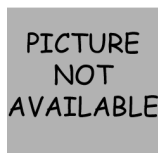
C.A.S Educational Leadership  
M.S. Special Education  
B.S. Special Education K-12  
20 years experience in special education K-12, designed and implemented college courses  
Member of various professional organizations, community volunteer, grant proposal preparation, supervisory/management skills.

#### **Audrey McNally**



M.S. candidate, Instructional Design, Development & Evaluation  
B.A. Elementary Education  
87 post-graduate hours completed  
Over 25 years experience teaching K-6 with N.Y.S. Permanent Certification  
Technology planning, community volunteer, professional development, curriculum development, research chair.

#### **Rhonda Reader**



Ph.D. candidate, Instructional Design, Development, & Evaluation  
M.S. Nursing Administration  
B.S. Nursing  
R.N. Nursing  
Years experience in nursing education  
Designed and implemented nursing courses, clinical, educational, and administrative functions, accreditation preparation, committee chair, staff development, steering committee, member of various professional organizations, board of directors' member, curriculum committee, research committee, CNA and CNOR certifications.

### ***Selection Process:***

Team assigned by project requestor.

# ERIN C. CUNIA - RÉSUMÉ

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## PROFESSIONAL SUMMARY:

- Committed to life-long learning of skills and knowledge with a variety of experiences in education, information technology, business, retail, and food services
- Demonstrated work history characterized by an ability to handle pressure and creatively solve problems, analyzing situations and developing viable solutions and/or alternatives, integrating technology where effective, while maintaining the highest levels of customer service
- Strong communication and interpersonal skills; able to manage and prioritize multiple projects within deadlines, detail oriented, highly organized, and self-motivated; quickly learn extensive product and technical information and able to instruct others
- Seek and assume responsibility; extensive management and supervisory experience including hiring, firing, training and evaluating
- Over 20 years experience with use of both IBM compatible and Apple Macintosh computer systems
- Over 10 years experience in inter-office computer hardware and software trouble-shooting and staff training; supporting Windows 3.x-XP operating systems, Novell, Office 97-2003, various web browsers and email programs, web development and design, graphics software, course management software, and various business information system and financial software programs, as well as training in Basic and Pascal programming languages

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## EDUCATION:

**Master of Science – Instructional Design Development & Evaluation** May 2005  
**SYRACUSE UNIVERSITY** Syracuse, New York  
Completed postgraduate coursework includes: Information Technologies for Educational Organizations, Integrating Technology into Teaching, Techniques in Educational Evaluation, Instructional Message Design, Principles of Learning and Instructional Design, Instructional Development, Analysis for Human Performance Technology Decisions, Digital Media Production, Design/Development of Computer-based Instruction, and Performance Improvement. Spring 2005 coursework includes Project Management, Design and Management of Distance Education, and the Capstone Practicum. Electronic portfolio is located at <http://www.erincunia.info> (work in progress).

**Bachelor of Arts – Psychology** Minor: Education  
**SYRACUSE UNIVERSITY** Syracuse, New York

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## PROFESSIONAL EXPERIENCE:

**Graduate Assistant** August 16, 2004 – August 15, 2005  
**SYRACUSE UNIVERSITY Transactional Records Access Clearinghouse** (<http://trac.syr.edu>)  
Design and develop training materials for the TRAC website while attending graduate school full-time.

**Technical Support Assistant** May 2002 – Present  
**Office Assistant** November 2001 – May 2002  
**SYRACUSE UNIVERSITY School of Information Studies** (<http://www.ist.syr.edu>) Syracuse, New York  
Provide technical hardware and software assistance to all faculty, staff and students of the School of Information Studies [IST] including set up and troubleshooting, networking and equipment acquisitions. Also continue to develop and design the department website using Dreamweaver and maintain an equipment inventory database.

- Develop and deliver various support, documentation, and technical training to an audience with varying levels of technical understanding and computer knowledge with an ability to handle difficult situations diplomatically including the use of hand-held devices, wireless technologies, remote access and scanning.

**Adjunct Professor** Fall 2003  
Taught a course entitled *Introduction to Information Technologies*

## ERIN C. CUNIA - RÉSUMÉ

### Vice President/Owner/Manager

**FIRST MATE, INC. dba MAIL BOXES ETC.**

1997 - 2001  
Syracuse, New York

Family owned and operated franchise opened in April 1994.

- In 1998, increased gross sales 48% over previous year. Customer count increased by over 50% by mid 1999. Total sales increase of more than 88% by 2000. Established and met or exceeded daily, weekly, and monthly goals, based on gross sales, individual profit center sales, and customer counts.
- Elected 1999 President of the CNY Advertising Association comprised of the 8 store owners of the Syracuse area franchises. Handled public relations for the association for 3 years. Developed regional and local advertising budgets and marketing plans. Worked directly with various media representatives. Designed print ads and marketing materials for area wide usage.

### Vice President/Owner/Assistant Manager

1993 – 1995

Acting Secretary for the CNY Advertising Association.

### Bookkeeper

**FEHLMAN BROS., INC.**

1995 – 1997  
Syracuse, New York

Hired as full-charge bookkeeper for one of the largest independent automotive service centers in the Syracuse area; responsible for all financial reports.

- Completed all necessary bookkeeping functions including monthly bank reconciliation's, journal entries and adjustments, A/P, A/R, daily deposits and daily, weekly, and monthly sales report reconciliation, payroll, and employee benefits; tracked daily, weekly and monthly sales for each sales person/technician.
- Initiated employee handbook and company policies and procedures manual; maintained proper employee records and files; maintained health and disability insurance information and records for employees; maintained 401K information and records.
- Assisted in the integration of a new computer point of sale system, which was manually interfaced to the general ledger program; helped set up a system of windows terminals, connected to the main UNIX server; instructed and supported staff in software training/development; maintained customer database.
- Analyzed advertising spending and determined a yearly budget; met with various media representatives; compiled a yearly proposal based on research, making recommendations for TV, radio, and print; submitted budget and proposal to company owners for approval; followed through on recommendations for use of advertising media, wrote TV and radio commercials for production; designed print advertisements; placed ads; designed direct mail flyers and brochures for distribution to customer based mailing list, wrote and distributed various press releases.
- Initiated and organized an annual public relations, community event, first occurring in October 1996; continued to organize the second and third annual Fehlman Brothers Automotive, Syracuse Car Care Fair, in 1997 and 1998.

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## **VOLUNTEER SERVICE/PROFESSIONAL MEMBERSHIPS:**

**INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION**

2004

**THE ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS & TECHNOLOGY**

2004

**Woodbadge Staff**

2005

**Trainer**

2004 - Present

**Troop Committee Chairman**

2003 - Present

**Assistant Webelos Leader**

2001 - 2003

BOY SCOUTS OF AMERICA     *Syracuse, New York*

**GREATER EASTWOOD CHAMBER OF COMMERCE**

1993 - 1997

- Various positions held: First Vice President, Board of Directors, Columbus Day Parade Chairman (2 consecutive years), Newsletter Editor (2 consecutive years), Corresponding Secretary