

**GARY L. MUSSELL**

*(address and telephone numbers are not posted on this website)*  
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**SUMMARY**

A **Training Specialist and Communications Manager** with broad-based **Project Management** background, including:

- A self-starting and team-oriented problem-solver who consistently meets deadlines and budget constraints.
- Maintaining budgets and schedules.
- Creating corporate communications media such as web sites, brochures, and newsletters.
- Hiring and motivating multi-national, multi-cultural staff.
- Delivering quality multimedia visual aids and-employee training curricula.
- Planning, implementing, evaluating results.
- Directing corporate communications and trade shows.

**WORK HISTORY**

**INDEPENDENT BUSINESS CONSULTANT/WRITER.....2004-present**

As a business consultant for companies in Southern California, I managed the incorporation process for two non-profit organizations. I created and coordinated the implementation of one company’s first five-year business plan. I designed several corporate logos and wrote many company promotional brochures and other marketing materials. I created several corporate web sites, one of which received a national design award. In 2004 and 2005, I wrote a monthly newsletter for one company and edited/published a 20-page on-line magazine, both of which won a national “Best” award two years in a row. In 2006, I launched a company’s community outreach program that included beach cleanups, tree planting, and a college-focused lecture series.

**QUALITY LOGIC, Moorpark, CA.....2002-2004**

Project Lead

Implemented and supervised three consecutive contract projects, worth over \$1.5 million in income to the company, comparing quality and yields of different brands of printer cartridges on different models of LaserJet and Inkjet printers. Took the project from “test plan” to “reality,” hiring, training, and supervising a new team of 50 from scratch who became an accomplished team of printer technicians, page inspectors, quality control inspectors, and data entry clerks.

**INTEL, INC., Thousand Oaks, CA (formerly Xircom).....1998-2001**

Manager of Training

- Created corporation’s first coordinated, international training infrastructure linking the Pacific Rim to Europe and the Americas. Responsibilities included vision, budgeting, facilities, equipment procurement, staffing, and delivery.
- Saved over \$250,000 in budgeted training costs during two-year, multi-million dollar upgrade of IT enterprise-level applications for E-Business, Customer Support, Sales and Marketing SFA, Supply Chain, Data Control, and Document Library of technical media (documents, tapes, CDs, videos.)
- Produced efficient blended e-Learning delivery system for training that networked international employees via teleconferencing, audio Star, NetMeeting, PowerPoint and WBT (self-paced, web-based training.)
- Established first global data entry standards for all software applications, winning ISO9001 certification in 1999 through 2001.
- Created dozens of user training manuals and other product documentation using MS Word, PowerPoint, and PageMaker.

**GENOA TECHNOLOGY, Moorpark, CA.....1992-1998**

Employee Communications and Training Coordinator

- Transformed a technical projects department from a small, \$200,000 niche to over 25% of the gross international sales in less than three years.
- Wrote and published employee newsletters, designed and managed several corporate web sites, increasing morale, productivity, and profitability of affected departments.

**LEARNING TREE UNIVERSITY..... 1984 to 2004****Department Chair, Computers and Business (1988-1991)**

- Turned around failing business and computer departments at a private university within two years, by creating a 200-course curriculum with 75 faculty members and 7400 students.
- Generated a gross annual income to the university of over \$1 million/year, doubling the previous "bottom line" by raising standards and expanding curriculum and systems. The university's enhanced community reputation lead to national accreditation.

**Instructor, Computer Department (1984-1988 and 1991-2004)**

- During the years prior to and after I was employed as Department Chair, I taught introductory to advanced classes at the university in everything from DOS to Windows, and from the Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Access, Project, and Visio) to HTML, I was the "go to" teacher in practically all technical subjects. My evaluations were consistently rated as "outstanding" as can be verified by references from the staff I can supply on demand.
- Received **Outstanding Faculty Member of the Year** Award two different years.

**I have also:**

- Traveled extensively around United States, organizing and working product trade shows; made them profitable by attaching local fee-based training seminars for customers, and vendors.
- Wrote the script for (and performed in) a 4-hour employee training video for a Fortune 500 company.
- Wrote "*Coping with Computers*," a nationally published monthly magazine column for small businesses for over four years.
- Authored and Published "*Side-By-Side*," a nationally sold software application program used by insurance agents to compare competing contract features.

**EDUCATION**

B.A., California State University, Northridge, CA

**TECHNICAL SKILLS (Partial List)****Enterprise-level Applications:**

Clarify, Agile, Siebel, OpenText (LiveLink), i2 Demand Planner, ChainLink, Lotus Notes.

**Microsoft Office:**

Excel, Word, PowerPoint, Access, Outlook, Project, and Visio.

**E-learning Applications:**

MS NetMeeting, Centra, Docent, WebX.

**Web/Blog Design:**

HTML, Adobe PageMaker, Photoshop and Illustrator, FrameMaker, Paint Shop Pro, Dreamweaver, and Flash.

**Employee Evaluation:**

Myers-Briggs Type Indicator (MBTI) Employee Evaluation System

**AWARDS**

Who's Who in California, 80th – 91st editions

Madison's Who's Who Registry of Professionals, Lifetime Award

Manchester's Who's Who Registry of Executives and Professionals, 2004-2006

Nominee, International Who's Who of Professionals, 2001

Who's Who in American Training, 1995

Outstanding Faculty Member of the Year Award, LTU (two different years)

**PROFESSIONAL ASSOCIATIONS / AFFILIATIONS**

American Society for Training and Development (local chapter), Board of Directors (six years)

Cal State University, Northridge Member, Business Curriculum Advisory Board (two years)

Conejo Valley Chamber of Commerce, Member, Education Committee (one year)

(Partial list)