

Michael J. Breitner

1120 Fox Ridge Rd Apt 4 • Platteville, WI 53818-8930
(715) 347-4895 cell • mike.breitner@gmail.com

Profile

- Demonstrated success in increasingly responsible management positions
- Highly motivated with a strong commitment to delivering quality services
- Strong decision-making skills (MBTI = ISTJ) and project management skills
- Effective strategic planning, budgeting, and accounting experience
- Articulate and persuasive in written and verbal presentations

Work Experience

Assistant Director, Event Services (July 2017 to present)

Director, Arts Facilities & Series (March 2011 to June 2017)

University of Wisconsin-Platteville

- Produce major university events, including commencements and convocations
- Manage event productions for approximately 100 meetings/month
- Oversee operation of the Center for the Arts, the Nohr Gallery, and the University Box Office
- Hire, train, supervise and evaluate one full-time, two part-time, and 52 student staff members
- Lead the Performing Arts Series Advisory Board; plan and negotiate contracts for artists in the annual Performing Arts & Nohr Exhibition Series; write grants and final reports for same
- Manage the annual Heartland Festival summer stock theatre program (2011-2015)
- Develop and administer 27 budgets; including state, self-generated, and grant dollars

Director, Bone Student Center/Braden Auditorium (August 2005 to January 2009)

Illinois State University, Normal

- Served as senior administrator of functional units within the student center, including a 3,500-seat performing arts auditorium, and a 10-lane/18-table bowling & billiards center
- Developed and implemented vision, mission and long-range operating goals and objectives
- Directly supervised assistant director, technical director, and three area managers. Recruit, hire, train, and evaluate the same. Provide oversight for 300 front-line staff
- In conjunction with Dean of Students and head of financial planning, developed and implemented \$5.5 million budget and spending plan for the student center & auditorium
- Coordinated with computer store (TechZone), bookstore (B&N), printing (PIP), and credit union vendors to ensure high quality service to students and beneficial working relationships
- Created and implemented emergency action plans; participated in tabletop exercises including avian flu, active shooter and pipe bomb detonation scenarios
- Served on negotiating team for AFSCME, IATSE, and Teamsters union contracts

Associate Director, Technological Services (July 2001 to July 2005)

University of Nevada, Las Vegas

- Guided the philosophical framework, planning and deployment of computer systems and related technology for 16 departments within the Division of Student Life
- Lead the technology team and advise the steering committee for new student union and new student recreation center, including IP telephony and convergent technologies
- Specified, bid and implemented UNLV's 100,000+ account ID Card program, including hardware and software set up; wrote card office operations/procedures manual
- Worked closely with Sodexo, Barnes & Noble, Pepsi, and WEB Laundry to integrate the ID card's declining balance account function into their operations
- Served on the Student Life Assessment Committee, the UNLV Information Technology Coordination Committee, and the Campus Technical Standards Subcommittee

Assistant Director, Moyer Student Union (July 1997 to June 2001)
University of Nevada, Las Vegas

- Oversaw facility operations management of 76,000+ square foot building, including housekeeping, maintenance, repairs & renovations, and marketing & sales
- Prepared and monitored 14 budgets totaling over \$2 million with multiple income streams
- Supervised five full-time and 22 student staff members, including university ID card office
- Managed multiple vendor contracts and ensured compliance to bid specifications
- Oversaw all event services, including booking entertainment and reviewing tech riders
- Served as departmental representative to MSU Advisory Board, UNLV Facilities Use Committee, and UNLV Computer Technology Use Committee

Assistant Director for Operations and Services (July 1995 to June 1997)
North Dakota State University, Fargo

- Oversaw the daily operation of the Memorial Union and 997-seat Festival Concert Hall
- Supervised four full-time and 50+ student staff members, including the copy center
- Developed and presented training programs for staff on various topics
- Oversaw operation of university ticket office, including Ticketmaster® contract
- Faculty advisor to the Bison Hockey Club, ACHA Division 1

Assistant Director of Student Development (August 1990 to June 1995)
Northern State University, Aberdeen South Dakota

- Advised main student programming board, reviewed entertainment contracts
- Coordinated and co-lead university-wide new student orientation and related programs
- Volunteered as academic advisor for “at risk” and provisional entry students
- Solicited content for and edited/produced the NSU Student Handbook
- Faculty advisor to the Wolves Hockey club; served one term as league commissioner

**Volunteer
Experience**

Association of College Unions International (August 2005 to present)
Membership & Volunteer Coordinator, Region 9, 2007-2009

Westminster Presbyterian Church, Dubuque IA
Clerk of Session, March 2012 to December 2014

Rotary Club of Normal IL USA (October 2005 to February 2010)
Sergeant-At-Arms 2007-2010, Fifth Grade Tutor 2010

Education

Master of Science in Education, May 1990
Guidance & Counseling, college student personnel emphasis
Eastern Illinois University, Charleston

Bachelor of Science, May 1989
Business Administration
University of Wisconsin-Stevens Point