

# ANDREA COLBURN

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## SOCIAL-SERVICES AGENCY EXECUTIVE DIRECTOR

*Promoting collaborative action and providing leadership that addresses community-development priorities and improves citizen socio-economic sustainability.*

**Leadership | Communication | Management | Community Development and Relationship Building**

**FACILITATOR IN CAREER PLANNING, JOB SEARCH, AND PERSONAL DEVELOPMENT ENVIRONMENT**

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### QUALIFICATIONS SUMMARY

- Innovative team leader and motivator with strong management skills, along with more than 15 years of supervisory experience within team-oriented style of management that promotes the team's personal development and productivity.
- Strong communicator who interacts respectfully and effectively with individuals across the spectrum of social and economic backgrounds and cultures.
- More than 9 years experience in managing government-sponsored programs that have been cited as professional, innovative, and responsive to community's needs.
- Earned 1999 Career Practitioner of the Year Award in recognition of "demonstrated leadership and exemplary contributions in the areas of employment counselling, program development, professional development of peers, commitment to continuous learning, rehabilitation, facilitation and/or training" by ENET Society (Education and Training for Rehabilitation and Career Practitioners).
- Volunteer facilitator with United Way Leadership Development Program since 1998, delivering workshops to volunteer boards.

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### PROFESSIONAL EXPERIENCE

#### **Aiken County Community Skills Association, Aiken, SC**

**CHIEF OFFICER OF LEARNING AND HUMAN RESOURCES, 2006 to Present**

**COORDINATOR – EXPRESS TO SUCCESS CUSTOMER SERVICE EMPLOYABILITY PROGRAM, 2005 to 2006**

**COORDINATOR – RESOURCES AND LEARNING, 2002 to 2006**

**PROGRAM COORDINATOR – O-ZONE AND GETTING STARTED PROGRAMS, 1998 to 2002**

**EDUCATION FACILITATOR, 1995 to 1998**

- Serve as strategic liaison with government agencies, service providers, and business community.
- Developed and controlled budget and managed projects for successful completion of 18+ contracts.
- Analyze systems and develop creative solutions for process efficiencies.
- Established network (Webcom) to build relationships with employment-sector service providers.
- Build ongoing strategic relationships through volunteer community.
- Supervise six administrative and professional staff members.
- Coordinated curriculum development for more than 42 three-hour module workshops targeted to skill-building to enhance job search, career planning, and personal development.
- Serve as Media Officer and market program; develop program-marketing materials.
- Generate awareness of Aiken County Community Skills Association at community/business venues and trade shows; develop press releases for newspapers, newsletters, and magazines; served as guest speaker on "Policies and People" community television program for Aiken County employment issues.
- Partner with multidisciplinary teams in developing automated Personnel Employment History tracking system; cost-accounting specifications manual for an in-house Project Management accounting system, and Policies and Procedures manual for personnel administration.
- Deploy technology to maximize information management; created employment-resource website (NetZone) for job-seekers; developed numerous databases and spreadsheets to analyze information and collect data.
- Manage/coordinate/administer government-sponsored, job-related upgrading/training programs.
- Research and develop programs in response to individual, business, and agency requests.

**PREVIOUS  
PROFESSIONAL EXPERIENCE**

**PROGRAM MANAGER – CAREER PLANNING FACILITATOR – FINANCIAL OFFICER, Aiken Association for the Advancement of Employment**, Montmorenci, SC, 1994 to 1995

**SELF-EMPLOYED INDEPENDENT DISTRIBUTOR – SALES, Health and Environmental Products**, Montmorenci, SC, 1993 to 1995

**ACCOUNTANT/OFFICE MANAGER, Bull Electrical Corporation**, Salley, SC, 1989 to 1993

**SELF-EMPLOYED FINANCIAL AND ADMINISTRATIVE SUPPORT SERVICES, various clients**, Salley, SC, March 1986 to 1989

**PROPERTY MANAGER AND ACCOUNTANT, various positions**, Aiken, SC, 1979 to 1986

**SUPERVISOR, PERSONNEL ADMINISTRATION, HP of The Carolinas Limited**, Clearwater, SC, 1973 to 1979

**CORE COMPETENCIES**

- Hiring
- Evaluations
- Scheduling
- Training
- Training Brokerage, Review, Evaluation
- Mentoring
- Individual Counseling
- Budget Development
- Budget Control
- Financial Analysis/Management in:
  - Education Construction
  - Property Management Real Estate Development
  - Manufacturing
  - Professional Services
- Negotiation
- Communication
- Public Speaking
- Writing
- Interpersonal Relations
- Conducting Oral/Written Presentations to Diverse Groups in Various Media Formats – Print, TV, Radio
- Needs Analysis
- Proposal Writing
- Marketing
- Government Liaison
- Advertising
- Report Writing
- Practicum Placement Development and Monitoring

**EDUCATION AND TRAINING**

**Bachelor of Business Management**  
Coastal Carolina University, Conway, SC, Spring 2008

**Provincial Instructor’s Diploma** (half completed)  
Aiken Technical College, Aiken, SC, 1999

Community Based Research Training Program, SC Health Research Foundation, Charleston, SC, 1998

Leadership Development Program, Train the Trainers Institute, Charleston, SC, 1998

Making Career Sense of Labor Market Information, Aiken County Human Resource Center, Aiken, SC, 1997

Certificate of Recognition, Associate Member, International Consulting Resources, Inc., Montmorenci, SC, 1996

Advertising and Marketing Cost Effectively, Ready Retail – Retail Merchants’ Association of South Carolina and Ministry of Skills, Training and Labor, Perry, SC, 1996

Employment Counselling Training Certificate, Coastal Carolina University, Conway, SC, 1995

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