Teresa Van Son 10536 Bonnie Brae Dr. Darien Center, NY (585) 547-9230 (716) 544-5236 tsut68@aol.com

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| Qualification Highlights | Management and administration skills, exceptional job performance appraisals, progressively responsible human service experience and workforce training talent. |
| Skill Summary | Innovative thinker with drive and initiativeOutstanding communication, public speaking, and engagement skillsStrong work ethic, organization skills, and individual accountabilityEnergetic and enthusiastic; regularly going above and beyond expectationsConference and event development; planning through successful execution |

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| Professional Experience | Genesee County Job Development Bureau, Batavia, NY 10/18 – Present*Workforce development programs and services***Director**Genesee Community College, Batavia, NY 04/18 – 10/18*Workforce and Personal Enrichment non-credit course development and oversight***Program Coordinator, The BEST Center**Iroquois Job Corps Center - ETR, Foxmar at, Medina, NY 03/04 – 08/17*Educational and training program for youth ages 16 – 24* Held multiple progressively responsible positions**Human Resources Director** 05/12 – 08/17**Staff Training Coordinator** 11/09 – 05/12**Career Preparation Supervisor** 01/05 – 11/09**Residential Manager** 03/04 – 01/05Genesee County Job Development Bureau, Batavia, NY 03/02 - 09/03*Workforce development programs and services* **Employment and Training Counselor**Regional Action Phone, Batavia, NY 09/95 - 03/02**Executive Director** *24 Hour Crisis Hotline & Information and Referral Service** Administrator of all aspects of day-to-day operations of a multi-service call center answering to the Board of Directors
* Recruited, trained, and supervised volunteers and staff

Living Opportunities of DePaul, Inc., Alden, NY 02/87 - 01/96*OMH certified and funded community residential program* Held multiple progressively responsible positions**Consulting Staff Trainer** 9/95 – 1/96**Residential Manager** 5/91 – 9/95**Assistant Manager** 1/89 – 5/91**Services Counselor**  02/87 – 1/89 |
| Education | Empire State College; Bachelor’s Degree in Community & Human Services and Human Services ManagementGenesee Community College;Associates in Applied Science Degree in Human Services |
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| References | Available upon request |