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 initiative  Outstanding communication, public speaking, and engagement skills  Strong work ethic, organization skills, and individual accountability  Energetic and enthusiastic; regularly going above and beyond expectations  Conference 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 – 01/05  Genesee 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 Management  Genesee Community College;  Associates in Applied Science Degree in Human Services |
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| References | Available upon request |