

## RÉSUMÉ

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### EDUCATION

#### Graduate

Syracuse University

Master of Science and Master of Business Administration

M.B.A. (Concentration: Organization and Management)

M.S. in Education (Concentration: Instructional Design, Development and Evaluation)

#### Undergraduate

State University at Oswego, New York

Bachelor of Arts

Major: English, Liberal Arts

Minor: Education

#### Special Training

Trained and Certified as a Master Practitioner for the *Myers Briggs Type Indicator® Step I and Step II*  
(scored 100% on national qualifying exam)

Trained and Qualified *FIRO-B®* Administrator/Counselor and other fine self and team assessment tools

Graduate of S.U.N.Y. College at Buffalo's Creative Problem Solving Institute (CPSI)

### OTHER ASSETS

- Over 30 years of teaching organizational development, leadership and creativity topics to adults

### CONSULTING EXPERIENCE

May 1977 - Present

President, Human Development Associates; Training work in organizational management, conflict resolution, coaching, , team building, leadership, interviewing, creative thinking, valuing diversity, motivation, preventing sexual harassment, communication, customer service, accelerated learning and more including the Myers Briggs Type Indicator ® to better understand self and others.

**JOB EXPERIENCE**

- February 2007 - Present Adjunct Faculty Member, Keuka College, Keuka Park, N. Y.
- January 1993 – August 2008 Training Program Administrator, Onondaga County Department of Personnel, Syracuse, N. Y. Duties included developing and teaching various education, training, and development activities for local government managers and line employees in organizational management, conflict resolution, coaching, , team building, leadership, interviewing, creative thinking, valuing diversity, motivation, preventing sexual harassment, communication, customer service, accelerated learning, TQM and more including the Myers Briggs Type Indicator® to better understand self and others as well as oversight of vendor-provided training and a cadre of in-house volunteer employee trainers on a variety of subjects.
- Summer 1997 – Summer 2003 Faculty Member – most summers, Summer School Special Studies Division, Chautauqua Institution, Chautauqua, N. Y.
- June 1977 - December 1992 Affirmative Action Officer, Onondaga County Department of Personnel, Syracuse, N. Y. Duties included not only affirmative action but also areas such as training, employee counseling, grievance administration, hiring, interviewing, performance appraisal and writing a monthly column for employee newsletter.
- August 1974 - June 1977 Senior Personnel Administrator, Onondaga County Department of Personnel, Syracuse, N. Y. Supervisory level position concerned with various aspects of human resources including performance appraisal, salary administration, hiring, training, position classification, job analysis and employee counseling.
- September 1973 - August 1974 Personnel Administrator, Onondaga County Department of Personnel, Syracuse, N. Y. Duties involved various aspects of human resources including salary administration, hiring, training, position classification, job analysis and employee counseling.
- September 1972 - September 1973 Municipal Personnel Administrator Trainee, New York State Government. I was one of thirteen chosen from hundreds of candidates through statewide competition to attend one year paid training program in human resources and employee relations. Six months of full time classroom training (equivalent to graduate study) followed by six months of on-the-job training. Both covered labor negotiations, human resource administration, affirmative action, grievance administration, performance evaluation, employee selection and promotion, salary administration, position classification, job analysis and employee benefits.

## **RECOGNITION AND AWARDS**

The Association for Psychological Type's Excellence in Leadership Award

CNY BEST Award for Outstanding Work as a Learning and Performance Professional from the CNY American Society for Training and Development (ASTD)

Syracuse University's Vice President's Award for Teacher of the Year (Noncredit)

Selected for Who's Who in the East (Marquis Pub., past editions)

Greater Syracuse Chamber of Commerce Volunteer Appreciation Award

New York State Office of Vocational Rehabilitation Appreciation Award

National Association of Counties Achievement Award

## **PROFESSIONAL ORGANIZATIONS AND ACTIVITIES**

Greater Syracuse Chamber of Commerce, Member: 1995 to Present; Service: Member of Training and Education Committee, Leadership Council, Red Carpet Committee, Chairperson of T & E Committee.

American Society for Training and Development, Member: 1990 – Present, Service: Employee Learning Week Chairperson; Train the Trainer Committee, Conference Committee, Program Committee, Past Conference Speaker and Meeting Presenter.

Society for Human Resource Management, Past Conference Presenter.

Association for Psychological Type, 1999 - Present: Member APT International and its Electronic-Chapter; Service: President; President-elect, Vice President of Programs and Teleseminars, Vice President of Membership Services.

Beta Gamma Sigma, 1993 – Present, Member National Scholastic Honor Society in the field of Business and Administration.

Central New York Adult Continuing Education Association, Member: 1994 until disbanded in 2000; Past Treasurer, Board Member.

New York State Association of Affirmative Action Officers, 1980 - 1993, Past President, Newsletter Editor, Executive Committee Member.

New York State Association of Counties, Committee work 1980 - 1985.

SUNY Educational Opportunity Center's Syracuse Business Advisory Council, 1988 - 1990.

Central New York Affirmative Action Consortium, Instrumental in establishing this association of Affirmative Action Officers in 1979.

New York State Civil Service Affirmative Action Test Development Committee, 1983 - 1984.

The President's Management Intern Selection Committee, 1978 - 1981, Served on Verbal Examining Board to test M.P.A. graduates for entry into this federal program.

New York State Civil Service Verbal Selection Boards, 1976 - 1979.

Syracuse Developmental Center Human Relations Advisory Board, 1978 - 1979.

Syracuse Developmental Center Affirmative Action Advisory Board, 1977 - 1978.

## **SCHOOL ACTIVITIES**

**Graduate** – Graduate Assistant in Marketing Department; Member of Beta Gamma Sigma, National Scholastic Honor Society in the field of Business and Administration; Continuing Education Department Student Advisory Council.

**Undergraduate** - Selected for Who's Who Among Students in American Colleges and Universities (Randall Pub.); Dorm President, Vice President; Orientation Leader for Freshmen; Dean's List; Member - 2 Honor Societies; Chairperson - Dorm Social Board; Chairperson - Dorm Resident Assistant Selection Committee; Member - Campus Security Committee, Inter-Dormitory Council, Campus-wide Resident Assistant Selection Standard Committee; Secretary - Dorm Visitation Committee; Scholarship Recipient.

## **SELECTED REFERENCES**

See [www.hdaconsultants.com](http://www.hdaconsultants.com) and [www.linkedin.com/in/kathyhoward](http://www.linkedin.com/in/kathyhoward) for testimonials from others

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