

# BRENDA BLACKBURN

Freelance Personal & Professional Development Facilitator

## Qualifications

- ✓ **Trainer** since 1991 (including HR and corporate)
  - ✓ **Workshop Facilitator** for employment service providers since 1996
  - ✓ Certified **Employment Counsellor**
  - ✓ Certified **Life Skills Coach**
  - ✓ Certified **Personality Dimensions Level I Facilitator**
  - ✓ Certified **CRG Assessments Trainer & Associate**
  - ✓ Experienced within provincially and federally funded government programs
  - ✓ Memberships include: BC Career Development Association, Canadian Alliance of Life Skills Coaches and Associations, Career Professionals of Canada, BC Association of Facilitators, Workplace Centre for Spiritual and Ethical Development
  - ✓ Experience as a [career radio guest](#)
  - ✓ Expert carer panel member with the Minerva Helping Women to Work program and BC Career Development Association
  - ✓ Mentorship to a global career industry network
  - ✓ Exceptional interpersonal communication and client rapport and relationship building
  - ✓ Committed to client centered service with a focus on meeting needs and affecting positive behavioural change leading to client self-sufficiency, while meeting desired outcomes
  - ✓ Excel in opportunities of challenge, fast pace, change, continuous improvement and peak performance
  - ✓ Organized, efficient and effective
  - ✓ Industry and client reputation for providing excellence in service
- \* **Enthusiastic and Energetic** \* **Personable and Professional** \*
- \* **Motivational and Inspirational** \* **Positive and Authentic** \*

## Facilitation Specifics

- ✓ Expertise in the delivery of Life Skills, Career Exploration, Job Search workshops and programming
- ✓ One-to-one coaching of workshop clients as required
- ✓ Extensive experience in development of training curriculum, workshops, programs, schedules, events, and activities
- ✓ Utilization of various personality, career testing and job readiness assessments
- ✓ Documentation, case file notes, action plans, recordkeeping, and reports as required
- ✓ Ongoing evaluation and problem solving for maximum effectiveness
- ✓ Extensive knowledge of interpersonal and group dynamics and process
- ✓ Effective conflict resolution strategies and win-win solutions
- ✓ Extensive research, computer, coordination and administration skills



## Contractor Testimonials

*"She has a natural gift for relating, teaching, and speaking..."*

*"She was organized, a phenomenal facilitator, inspiring and practical. Top qualities: Great results, personable, creative."*

*"The feedback we received from the clients was totally incredible."*

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*Client testimonials*

*"I wanted to thank you and let you know how much I enjoyed your...training... You made it fun, exciting and enjoyable, but mostly you were truly inspiring, enthusiastic and genuine and certainly got me to think and look at things differently. Thank you for sharing your gifts with me. I certainly appreciated it."*

*"I appreciated your warm and engaging style - the ability to quickly connect with the group. I found everything so valuable! Thank you."*

*More testimonials available on Brenda's website.*

**Did You Know?**



Brenda is the Founder and Facilitator of the [DVT Support Group](#) of the Lower Mainland, BC and an Advocacy Committee Member of the North American Thrombosis Forum. Affiliations include the Thrombosis Clinic of Vancouver General Hospital and the Anticoagulation Clinic of Burnaby Hospital.

**Freelance Facilitation (2007 - Present)**

- \* Hope Bridge Services, Vancouver, BC
- \* Transitions Career Development Program, Vancouver, BC
- \* PACE Canada Career College, Surrey, BC
- \* BC Career Development Association
- \* WindSong Cohousing Community, Langley, BC
- \* SUCCESS Centre - Youth Employment Program, Burnaby, BC
- \* Douglas College, New Westminster, BC
- \* Cycle Back Training Program, Vancouver, BC
- \* UFCW#247, Training and Education Centre Society: Women in Trades Training Program, New Westminster, BC
- \* MCC COMPASS--Setting Career Direction, Abbotsford, BC
- \* Langley College, Langley, BC
- \* Career Coaching Centre, BC Tourism Direct Program, Surrey, BC
- \* MCC Employment Essentials-Richmond and Vancouver, BC
- \* Tradeworks Training Society--C.O.R.E. program, Vancouver, BC
- \* DVT Support Group of the Lower Mainland, Burnaby, BC
- \* Express to Success Program, Langley, BC
- \* Mission Community Skills Centre, various locations, BC
- \* Matcon Excavation and Shoring Ltd., Coquitlam, BC
- \* CLAC BC Training Centre, Surrey, BC
- \* Sprott-Shaw College, Chilliwack, BC
- \* Kwantlen College, Langley, BC

**Employee Contracts (1991-2007)**

- \* **Career Exploration Facilitator**, MCC BC Employment Development, Vancouver, BC
- \* **Employment Specialist**, CDI College, Burnaby, BC
- \* **Onboard Training & Dev. Manager (& Facilitator) and Onboard Human Resources Officer**, Celebrity Cruises, Miami, FL
- \* **Employment Advisor and Facilitator**, Curriculum Development Assistance, Mission Community Skills Centre, Abbotsford//Aldergrove/ Mission/Langley, BC
- \* **Employment/Vocational Instructor**, The Learning Curve, Mission, BC
- \* **Program Manager and Employability Facilitator**, Youth Employment Zone and Job Search Program, Myert Corps Inc., Langley and Abbotsford, BC
- \* **Life Skills Coach/Facilitator**, Chilliwack Employment Services, Chilliwack, BC
- \* **Life Skills Coach/Facilitator**, Culinary Arts Program and PARC Program, Salvation Army: Langley Community & Youth Resource Centre, BC
- \* **HR Workshop Facilitator/Staff Trainer**, W.J. Stelmaschuk and Associates, Pitt Meadows, BC