

Colleen J. Burnham

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| EXPERIENCE | 2005- 2008 | Information Resource Specialist | Thomas College Waterville,ME |
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| ▪ | Instructional Technology Equipment Management |
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 - Research, purchase, and maintain inventory
 - Installation of all classroom hardware, including all peripheral devices
 - Troubleshoot, diagnose, and repair machine- and network-specific difficulties
 - Workshop and one-on-one training for faculty, staff, and student users
 - Collect and analyze use statistics
 - Train “help desk” staff in proper troubleshooting techniques

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| ▪ | Blackboard Course Management System User Administrator |
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 - Maintain all physical course creation and enrollment [to the CMS]
 - 24/7 support for faculty, staff, and student users
 - Collect and analyze use/user statistics
 - Advise faculty on course design development
 - Assist faculty with materials conversion (for the purpose of online course use)
 - Classroom lecturer: Blackboard use techniques – invited
 - *Currently:* in the process of moving to MOODLE Course Management System

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| ▪ | Information Literacy |
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 - Classroom lecturer: library resources – all English Composition II sections
 - Classroom lecturer: research technique – all English Composition II sections, variety of 300-400 level research based courses
 - Faculty trainer: invited speaker to department meetings
 - One-on-one training: faculty, staff, and student
 - *Standardized Assessment of Information Literacy (SAILS)* administrator

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| ▪ | E-Portfolio |
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 - Member of VP Of Academic Affairs Ad Hoc Committee on E-Portfolio production and maintenance
 - Liaison to faculty for information and training – philosophical and practical
 - Classroom lecturer: process and results
 - Reviewer: adjudicator of student E-Portfolios assessed for the purpose of public display
 - Collaborator in E-Portfolio Rubric creation and use
 - Collect and analyze use and creation statistics for institutional use

- Professional partnership with the VP of Academic Affairs and Career Services (writing and teaching)

1992–2005 Teaching Associate, Psychology Colby College Waterville, ME

- Computer Support ~ Dual Platform ~ 37 workstations
 - Mac Sys v.6.4-OSXPanther; Win95, 98, Me, 2000, XPpro
 - Installation of all hardware and software, including all peripheral devices
 - Troubleshoot, diagnose, and correct machine- and network-specific difficulties
 - Maintain comprehensive inventory of all department hardware and software
 - Provide technical support and regular upgrades/updates of specialty software
 - Production of in-house manuals of instruction for students, staff, and faculty
 - Research, acquisition, installation, and training for all specialty hardware and software
- Audio-Visual Support
 - Basic maintenance and repair of equipment such as slide projectors, overhead projectors (digital & “old fashioned”), VCR (digital and analog), and assorted sound-generating equipment.
 - Daily set-up and maintenance of classroom overhead projection equipment
 - Liaison to the campus Media Services Department
- Research and Teaching Support
 - Set-up and maintenance of computer laboratory (15 workstations)
 - Student and faculty instruction in the use of computerized statistical packages
 - Assisting students and faculty trouble-shoot computer based difficulties with statistical assignments and projects
 - Resource to students and faculty in techniques of database searching
 - Webmaster <http://www.colby.edu/psychology>
 - Resource and editor to student and faculty professional writing

EDUCATION

University of Southern Maine

Portland, ME

- B.A., Research Psychology, 1990
- Graduated *magna cum laude*.

Thomas College

Waterville, ME

- Matriculated MBA-HR program, 2005 – present
 - Relevant courses
 - CT554 Legal and Ethical Dimensions in Technology
 - ED599 Seminar on College Teaching
 - CT580 Teaching Using Technology: Excel Spreadsheet

University of West Georgia – June 2008

- Distance Learner Trainer Certification Program

Relevant Workshop and Conference Attendance – 2005 - 2008

- NERCOMP – 2005-2008 – workshops are regularly offered; I have attended three
 - Second Life User Group
 - Course Management Systems
 - Online Learning – general
- Council of Independent Colleges (CIC) - 2007
 - Information Literacy and Instructional Technology
 - Attended “as faculty” with VP of Information Services and VP of Academic Affairs
- National E-Portfolio Research Coalition (NEPRC) – 2005-2008 – semi-annually
 - Member of Cohort II
 - Collaborated on several professional presentations and one book chapter
 - Attended as a part of professional partnership with the VP of Academic Affairs

INTERESTS

- Maine State Community Band System
 - State Coordinator for R.B.Hall Annual Festival
 - Manage the R.B.Hall Memorial Band (Central Maine Area)
 - Participate in several student & community band organizations
- Period Music Performance Groups
 - Centennial Brass Band (Portland)
 - Yankee Brass Band (Vermont)
- General Interests and hobbies include computers, carpentry, sewing, & music.

PROFESSIONAL REFERENCES

Thomas Edwards, Ph.D.
Vice President & Dean of
Academic Affairs
Thomas College
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Waterville, ME 04901
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Letters of reference and recommendation are available upon request.