

Carole L. Colburn

Education

1998 - present [Michigan State University](#) East Lansing, MI

Master's Degree in Educational Technology

- Conferred August 2003
- Cumulative GPA 4.0

Educational Technology Certificate

- Earned July 2000
- Cumulative GPA 4.0

1980-1982 [Northern Michigan University](#) Marquette, MI

- Graduate Assistant in Theatre
- Began graduate courses in Education
- Cumulative GPA 3.5

1974-1979 [Youngstown State University](#) Youngstown, OH

BS in Education

- Valid Michigan secondary Teaching Certificate
- Certified 7-8 all subjects
- Certified 9-12 BX Endorsement
- Cumulative GPA 2.98

Professional Experience

August 2003 - Present [Howell Public Schools](#) Howell, MI

Technology Literacy Teacher

- Developed and delivered [grade-level, and standards-based curriculum](#) for grades 6-7-8
- Managed classroom and records for 165 students per quarter
- Established positive relationships with students, parents and peers to ensure forward progress is made in the area of technology literacy

July 2000-July 2003 [Howell Public Schools](#) Howell, MI

District Instructional Technology Specialist

- Developed and delivered technology integration curriculum for teachers ([T4: Tomorrow's Technology/Today's Teachers](#))
- Planned and delivered staff development for [Professional Development](#) Days
- Developed and delivered technology instruction to all teachers and staff in the use of all district software packages including Microsoft Office applications as well as DreamWeaver, SASI, Class XP, Integrate Pro, ABACUS and numerous others
- Developed and delivered instruction for all staff in the use of digital hardware such as cameras, Smart Boards, scanners, printers and PDA's
- Consulted with and assisted teachers directly to integrate technology within their individual curriculum
- Guided teachers through [TTI](#) process
- Guided teachers through [ITTI](#) (NETg On-line Training)
- Wrote technology curriculum for students (based on Michigan Curriculum Framework and National Technology Standards and Benchmarks)
- Developed and maintained training web page (www.howellschools.com/~training)
- Developed and published monthly technology newsletter ([HPS TECH TIMES](#))

- Developed and delivered weekly "[Technology Tips](#)" e-mail to all staff
- Collaborated on writing technology grants
- Investigated and evaluated effectiveness of emerging technologies for district use
- Implemented and maintained [MOUS Certification](#) Testing Center

1998-2000 [New Horizons Computer Learning Center](#) East Lansing, MI

Senior End-User Instructor

- Attended, prepped and delivered training (Beginning, Intermediate, and Advanced levels) in over 50 different software programs to thousands of adults including, but not limited to the following:
 - Microsoft Word 2000, 97, 95, 6.0
 - Microsoft Excel 2000, 97, 95, 5.0
 - Microsoft Power Point 2000, 97, 95, 4.0
 - Microsoft Access 2000, 97
 - Microsoft Outlook, 2000, 98, 97
 - Microsoft Project 98
 - Corel WordPerfect 9.0, 8.0, 7.0, 6.1
 - Windows 2000, 98, 98 Second Edition, 95, NT, 3.1
- Consulted exclusively with both small and large organizations and companies to achieve successful software migration (Sparrow Health System, GM Powertrain Plant, Consumer's Energy)
- PC Applications Help Desk Specialist (contracted with Consumer's Energy)
- Technology migration specialist

1995-1998 [Tahquamenon Area Schools](#)

Newberry, MI

Substitute Teacher

- Taught K-12 all subjects, all grade levels

Additional Professional Activities

- Mayor of Village of Dansville March 2000-present
- Village of Dansville Trustee July 1999-February 2000
- Member of [Toastmaster's International](#) 1989-2000
- Professional speaker for 15+ years

Professional Memberships

- International Society for Technology Education ([ISTE](#))
- Michigan Association for Computer-related technology Users in Learning ([MACUL](#))

Certifications/**Awards Received**

- Certified [Teach For Tomorrow](#) Facilitator
- Certified [Best of Practices](#) Facilitator
- Online Teacher Certification: [Michigan Virtual High School](#) (July 2003)
- "Excellence in Education Award": [State Association of School Boards](#) (April 2003)
- "Microsoft Office Specialist" Certified in: Outlook 2000, Word 2000, Power Point 2000, Excel 2000
- Employee of the Month (Oct. 1999) at New Horizons for high achievement on evaluations and leadership
- Instructor of the Month (March, April, July 1999) at New Horizons for high achievement on evaluations
- 1998 Division International Speech Contest Champion (Toastmaster's)
- 1996 Region VI Evaluation Contest Champion (Toastmaster's)
- 1994 through 1998 District international Speech contest Finalist (Toastmaster's)
- 1992 District 62 Club President of the Year (Toastmaster's)
- Hundreds of awards for public speaking

**Presentations/
Workshops**

- Speaker: Michigan Association for Computer-related Technology Users in Learning ([MACUL](#)) Annual Conference 2002 "[T4: Tomorrow's Technology/Today's Teachers: A Model Technology Integration Staff Development Program](#)"
- Speaker: Howell Public Schools Professional Development Day October 24, 2003 "[George Lucas and a Couple of WISE-Guys: A Guide to Simple Ideas for Project-Based Learning](#)"
- Speaker: Michigan Association for Computer-related Technology Users in Learning ([MACUL](#)) Annual Conference 2003 "Project-Based, Inquiry-Based and Problem-Solving Learning: A Great Way to Engage, Excite and Enthuse Your Students"

References available upon request