

CANDIDATE PROFILE
FOR VICE PRESIDENT ECONOMIC DEVELOPMENT AND
INNOVATIVE WORKFORCE SERVICES

TRACY L. BRUNDAGE

EDUCATION

Ph.D. Candidate

The Pennsylvania State University, University Park, PA
Training and Human Resource Management

Masters Degree in Education

The Pennsylvania State University, Middletown, PA
Training and Development

Bachelor of Arts

Gettysburg College, Gettysburg, PA
Psychology

EXPERIENCE

PENNSYLVANIA COLLEGE OF TECHNOLOGY, Williamsport, PA

Managing Director, Workforce Development and Continuing Education 2007 – Present

PENN STATE UNIVERSITY, YORK CAMPUS, York, PA

Director, Continuing Education 2005 - 2007

HARRISBURG AREA COMMUNITY COLLEGE, Lancaster, PA

Director, Workforce Development and Continuing Education 1999 – 2004

Microcomputer Training Coordinator 1998 – 1999

PC FOCUS, Lancaster, PA

Software Education Instructor 1996 – 1998

DYNCORP POSTAL OPERATIONS DIVISION, York, PA

Training Coordinator 1994 – 1995

LEARNING SYSTEMS INTERNATIONAL, Washington, DC

Training Specialist 1992 – 1994

PROFILE STATEMENTS PROVIDED BY CANDIDATE

Focused, dedicated professional with extensive experience in managing training programs for adult learners in both educational institutions and the private sector. Experienced in managing a workforce development and continuing education staff. Experienced in conducting outreach activities. Experienced in teaching, curriculum development, marketing, budgeting, selling and college administration. Computer proficient in Microsoft Office Suite, Groupwise, Banner, and Goldmine Contact Managements Software, ACT Contact Management Software, PeopleAdmin, DataTel, AS400. Excellent communicator with exceptional teaching, coaching, mentoring, and problem-solving abilities. Strong knowledge of Pennsylvania's Workforce Development System.