

A n d r e a B e r m a n



*Results-oriented project leadership
for business success*

What I do:

Project Management & Implementation
Training & Technical Assistance Design
Best Practices Identification and Documentation

WORK EXPERIENCE

Independent Consultant

August 1994 - Present

Over 160 complex projects in Project Management and Implementation, Best Practices Research, Curriculum Development and Training, a sample of which are listed below:

Client: Office for Education and Special Initiatives (OESI), National Cancer Institute (NCI) with ORC/Macro International

Challenge: Determine work priorities for strategic planning from a situational analysis of the policy environment, morbidity and mortality trends, and existing complimentary education programs.

Activities: Scanned key environmental domains, synthesized research data into priorities and supporting rationale for program areas.

Results: An overall strategic plan to support the budget process and a detailed work plan to provide guidance to management and staff.

Client: Annapolis and Anne Arundel County Chamber of Commerce

Challenge: To locate points at which employers may enter into and participate in career exploration activities for students as part of school reform.

Activities: Analyzed the needs of the educators and employers, created a structure for employer involvement.

Results: Developed a set of tools to help employers and educators organize activities.

Client: ROW/Federal Data Corporation

Challenge: To assess the effectiveness of the first year of a federal initiative.

Activities: Constructed an inquiry structure for a review of a marketing initiative, interviewed contractors, government officials, model originators, program replicators, analyzed qualitative data and identified key issues and decision points.

Result: Interim Progress Report to the Federal agency detailing what worked well during the first year, what changes could be expected, and recommendations for the second year of operation.

❑ Client: National Retail Federation Foundation

Challenge: Create a model for job skills training within shopping malls and urban downtown areas.

Activities: Created implementation manuals, researched and proposed strategies for integration of new technology, contributed to the tactical planning and strategy development team.

Results: Reduction in start-up time required for each successive training center.

❑ Client: Birch & Davis and Associates, Inc.

Challenge: Help states understand and comply with a federal requirement.

Activities: Conducted needs analysis and designed a technical assistance delivery system. Recruited and trained a nationwide network of expert facilitators to fill the needs. Designed opportunities for nationwide information transfer, i.e., focus groups, national meetings. Contributed to the client's weekly multi-contractor planning and strategy team.

Results: Within three months of implementation, over 50 technical assistance calls were made and follow-up action plans were launched through the government approval process. In the year prior to implementation, nine technical assistance calls were received and fulfilled.

❑ Client: National Retail Institute

Challenge: Provide best practice models for successful utilization of skill standards in workforce development and education programs.

Activities: Created a framework for data collection, conducted interviews, and wrote profiles on retail training programs, including how the programs work, whom they serve, and elements critical to success.

Result: Success Stories has been disseminated widely and is available on the NRF Foundation web site under research on the Foundation's page accessed from www.nrf.com.

❑ Client: AIDS Action

Challenge: To identify best practice strategies used by non-profits to prevent HIV transmission by drug users.

Activities: Researched and wrote document What Works in HIV Prevention for Substance Users.

Result: Report submitted for publication.

❑ Client: Knapp & Associates, International, Inc. for the Institute for Supply Management

Challenge: Association leaders need information on which to base plans to expand and refine the focus of its certification program in light of changes in the purchasing and supply industry.

Activities: Scheduled and conducted seventy interviews with a stratified sample of professionals in the supply field (i.e., with and without certifications, consultants in the purchasing field, lapsed certificant, academics, etc.).

Results: Findings and opinions from over 70 respondents regarding the value of an ISM certification to those individuals, to their supervisors, and in the marketplace.

Program Manager, Catalyst Project **October 1993 - August 1994**

MACRO International, Health & Human Service Division, Calverton, MD

Managed the planning phase of an exploratory project to measure the _dosage_ effects of training delivered within a geographic area. Developed recommendations for implementation, served as liaison with the Government Project Officer, initiated working relationships with training delivery contractors, evaluation contractor, and state agencies. Arranged and facilitated meetings at local sites to determine interest and feasibility. Created short- and long-term plans for implementation.

Instructor of English as a Foreign Language **September 1992 - June 1993**

Inlingua Language School and private tutor, Bologna, Italy

Taught Inlingua lesson plans in English as a Second Language at the intermediate and advanced level. Planned and taught individual and small group lessons to private clients at all levels.

Public Health Advisor **April 1990 - August 1992**

Office for Substance Abuse Prevention, Rockville, MD

Served as Government Project Officer for 25 Community Partnership and Community Youth Activity Grants totaling over \$6 million per year. Conducted site visits to monitor progress and recommend strategies for improving community mobilization to address substance abuse prevention. Represented the agency at meetings and conferences, assisted in program planning and implementation of Division activities. Served as liaison to the Training and Evaluation Branch.

Research Assistant III **September 1985 - April 1990**

Institute for the Study of Smoking Behavior and Policy, Harvard University, Cambridge, MA

Reviewed literature and wrote summary papers on adolescent substance abuse prevention. Managed a research library, including hiring and supervising staff. Planned and implemented computer-based information systems. Edited biannual newsletter, coordinated monthly publication series and monthly dinner symposia.

EDUCATION

Policy Implementation, M.Ed. 1989

Harvard University Graduate School of Education

Anthropology, Women's Studies, B.A. 1982

University of Massachusetts at Amherst

LANGUAGES

French and Italian

Reading and speaking knowledge.

Spanish

Basic knowledge.