

## SUMMARY OF SKILLS

A self-directed professional with an evidence-based and data-driven philosophy including

- ◇ more than 25 years of experience in social policy, education, economic and labour market issues
- ◇ planning, managing and conducting major research projects involving quantitative and qualitative research and analysis as well as interpreting and presenting results
- ◇ demonstrated ability to work positively and cooperatively with colleagues to achieve program goals and objectives; experience and interest in working collaboratively with a wide variety of people
- ◇ track record of planning, organizing, following through and completing projects
- ◇ advanced communication skills including listening to clients and colleagues, asking strategic questions, helping articulate needs and wants, writing, presenting, negotiating and ongoing development of communication and interpersonal skills

## PROFESSIONAL EXPERIENCE

### **Statistician, Educational Research and Planning, Camosun College, Victoria, BC**

*September 2008 – present and January – May 2008*

- ◇ Provide research, analysis, data support and data/process archiving for the Camosun College community including decision-makers, faculty, staff and students. Selected recent content areas include environmental scan for strategic planning, student outcomes research, faculty workload, grades analysis including analysis of effects of changed grading scale, transportation and parking, food services and course feedback survey.
- ◇ Liaise with internal clients to understand their needs, gather and analyze data, prepare written research results and process documentation, and interpret, communicate and present results. Selected recent content areas include environmental scan for strategic planning, student outcomes research, faculty workload, grades analysis including analysis of effects of changed grading scale, transportation and parking, food services and course feedback survey.
- ◇ Coordinate and manage survey research projects to provide timely college-specific information for evaluation, planning, and decision making, including sample design, question wording, questionnaire layout, use of most appropriate delivery mode, management of the survey process, staff training and supervision, analyzing data, writing reports, presenting results, and maintaining an archive of data sets for future reference. Train and coach staff and faculty in research methods and techniques.
- ◇ Serve on Camosun College Research Ethics Board, Sustainability Council and Tobacco Use Reduction Task Force as well as external committees including Student Outcomes Forum Communications Committee and Apprenticeship Survey Committee.

### **Senior Research Analyst, British Columbia Teachers' Federation (BCTF), Vancouver, BC**

*November 1994 to June 2003*

- ◇ Acted as quantitative/statistical specialist for the Federation and participated in determining Federation research strategy and projects. Advised staff and political officers of BCTF on research design, analysis, data use and reporting.
- ◇ Designed and managed research projects, analysed data, interpreted and presented results.
- ◇ Developed, managed, analyzed, and reported on statistical databases.
- ◇ Designed and conducted numerous training workshops for executive, staff and members on Internet research, education finance, and other topics.
- ◇ Represented BCTF at meetings with government and on committees (e.g., Staffing and Class Size Review Committee, education funding, data sharing, Labour Force Development Board Education Committee, early retirement incentive program, Teacher Supply and Demand Consortium, etc.)

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## Anne C. (Anny) Schaefer, BA, PBD, MPA

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### **Communications Consultant, Tidewater Research & Communications / urbanecology.ca / Proof Positive, Vancouver and Victoria, BC**

Intermittently 1986 – present

- ◇ Work with clients to determine their needs, provide services including research, writing, editing, planning, surveying, interviewing, and producing finished products such as reports. Clients have included the British Columbia Labour Force Development Board (background economic and labour market information), the President's Office and the University/Industry Liaison Office at Simon Fraser University (university policies), the New Westminster Multicultural Society (evaluation of cross-cultural training workshops) and Douglas College Public Information Office (1986/87 Annual Report)
- ◇ Co-wrote and published book on Ogden Point using InDesign, PhotoShop and other tools.
- ◇ Member of a team developing a Natural Resource Management Plan for Metro Vancouver: Co-prepared interview questions, conducted interviews, prepared follow-up analysis and draft plan.
- ◇ With Quadra Planning Consultants, co-ordinated critical phases of several private-sector program evaluations including Freshwater Leadership Initiative; organized, planned, hired, coached and supervised staff, monitored progress; consulted on survey design and sampling strategy; conducted telephone interviews.

### **Post-secondary instructor and curriculum developer, Various post-secondary institutions, Vancouver, BC area**

*Various dates as noted*

- ◇ Contract Instructor: Print Futures 102, Research Skills for Writing, Douglas College (Fall Semester 1993 and 1994).
- ◇ Sessional Lecturer, Principles of Administration, University of Victoria (Sept.-Dec. 1991).
- ◇ Contract Instructor: Environmental Information Systems, Douglas College Centre 2000 (Jan. 1998, July 1997, Aug. 1996).
- ◇ Contract Instructor: Computer-based communications for unions, Capilano College Labour Studies Program (Jan. and Feb. 1997).
- ◇ Teaching Assistant, Principles of Administration, University of Victoria (Sept.-Dec. 1990).
- ◇ Teaching Assistant, Economy of British Columbia and Statistics for Economics and Business, SFU Department of Economics and Commerce (1978-1979).
- ◇ Curriculum co-developer: Environmental Information Systems; on-line guide to environmental resources relevant to British Columbia; inventory, booklet and web site promoting graduates of post-secondary environmental programs throughout BC: *BC graduates are good for business: A hiring guide for employers in the environmental industry*; an interdisciplinary environmental studies course. (Douglas College, various dates, 1994-2000).

## EDUCATION

- ◇ Master of Public Administration: University of Victoria, 1992 (co-op program)
- ◇ Post-Baccalaureate Diploma, Arts (Economics): Simon Fraser University, 1989 30 semester hours of upper division and graduate courses including econometrics
- ◇ Bachelor of Arts, Interdisciplinary—Communications: Simon Fraser University, 1976
- ◇ Selected professional development: SPSS, Microsoft Access, Project Management, Connecting Databases to the Web, Consulting Skills (North Fraser Community Innovations), various webinars.

## SELECTED PUBLICATIONS

- ◇ Publications available on request and at <http://annyschaefer.net/publication/>
- ◇ With V.H. Schaefer: *Ogden Point Odyssey: Breakwater, natural history, people and activities* (July 2010) <http://annyschaefer.net/opo/> and Urban Ecology blog at <http://urbanecologistcanada.blogspot.com/>
- ◇ *What Happens to Students after They Leave Camosun College? Overview of student outcomes results, 2004-2009.* <http://annyschaefer.net/publications/StudentOutcomes2004-09.pdf>