

**JAN SCHWARTZ, M.A.**  
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#### **QUALIFICATIONS:**

- Highly motivated, confident, and committed to professional standards
- Experienced in standards of accreditation for post secondary education
- Proven leadership, mediating, and negotiating skills
- Outcome oriented and enjoy working independently as well as part of a team
- Ability to foster collaborative relationships
- Skilled in identifying problems and implementing effective solutions

#### **PROFESSIONAL EXPERIENCE:**

##### **Education and Training Solutions, LLC**

2008-present

Founder and President, <http://www.educationtrainingsolutions.com>

- Oversee business, operationally and financially
- Instructional design--ransforming face to face curriculum to interactive online format
- Provide hosting services and technical help
- Provide training for teaching online
- Provide consulting services for higher education and career schools/programs in the areas of online education and administration

##### **Cortiva Education, Inc.**

2004-2007

Vice President of Education, 2004-2007

- Member of the executive management team of a for profit education company
- Facilitate the development of a national core curriculum for ten massage schools owned by Cortiva, and develop an implementation plan for each school.
- Oversee the creation of a faculty development program for new faculty, and on-going training for career education teachers
- Work closely with schools to insure educational compliance with accreditors.
- Develop a profitability model for continuing education programs and other programs and determine enrollment requirements
- Coordinate development of Distance Learning—faculty training modules and continuing education courses
- Work with VP, Finance, to develop faculty pay structure and operating budgets for all educational areas, including budgets for new program development
- Work with VP, Finance to review P&Ls of each school
- Member of the compliance committee assisting the corporate VP of Compliance

##### **Desert Institute of the Healing Arts, Tucson, AZ**

1993-2003

Education Director

1996-2003

- Responsible for hiring, supervising, training and reviewing performance for 40-50 faculty members in this school for massage therapy and shiatsu.
- Develop and implement training workshops for instructors in areas such as teaching methodologies, testing strategies, classroom management, and competency based education.
- Develop new courses and revise existing curriculum for quality and consistency

- Serve on the Continuing Education Committee reviewing credentials and content for potential presenters.
- Successfully completed accreditation assessments and self study reports for ACCSCT and COMTA accreditations.
- Member of executive administrative staff with shared responsibilities for strategic planning, development of policies and procedures, and decisions affecting the day to day and long range operations of the school.

Admissions Director/Dean of Students 1993-1996  
Instructor—various courses 1995-2002

**Southwest Performance Partners** 2002-2004

Co-owner/Consultant/Educator

- Qualified instructor/trainer for innovative on-line learning assessment tool designed to give character and sensory information regarding teaching and learning styles.
- Provided strategies for administrators and teachers of post secondary vocational education, and for managers and teams of non-profit organizations to improve performance and work together more efficiently.

**Dale Carnegie and Associates, Albany, NY**

Sales Manager/ Trainer 1988-92

- Certified to teach Dale Carnegie Sales Course.
- Assisted in teaching other Dale Carnegie courses such as the Management Seminar and the Employee Development series.
- Sales representative in Corporate sales
- Team leader of 4 other sales reps

**Prudential Insurance Co. & Pruco Securities, Albany, NY**

Sales Associate 1984-1988

**VOLUNTEER EXPERIENCE:**

**Academic Consortium for Complementary and Alternative Health Care (ACCAHC)**

2004-present

- Founding member, current executive committee member (secretary),
- An organization consisting of invited academic representatives from Complimentary and Alternative Health Care professions (<http://www.accahc.org>)
- Co-chair of the Educational Working Group, and chair of the Accreditation Special Interest Group of this organization
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**Commission on Massage Therapy Accreditation (COMTA), Evanston, IL**

Commissioner 1999-2004

- Commission Chair 2001-2004  
 Milestones while a member of this Commission—COMTA was recognized by the US Department of Education for its initial two year approval and for subsequent five year approval; and the development of competencies for massage therapy education

**Other volunteer experience**

- Site team leader for COMTA, 2004-present
- Distance Education Task Force--National Certification Board for Therapeutic Massage and Bodywork, 2006-2007
- Served as content specialist on accreditation site visits (ACCSCT and ACCET)

### **Advisory Boards**

- Massage Therapy Foundation—2007-present
- TheIntegratorblog.com (an on-line newsletter for CAM professionals)—2007-present

### **EDUCATION**

Prescott College, M.A., Sustainable Entrepreneurship: Specialization in e-Learning.  
Rutgers University, Douglas College, B.A., Economics.  
Desert Institute of the Healing Arts, Tucson, AZ, Massage Therapy Certificate, 1993.  
Level 1 Mediation Certification (approved by AZ Dispute Resolution Association).

### **AWARDS**

- Volunteer of the Year, Commission on Massage Therapy Accreditation, 2008
- President's Award for Outstanding Leadership, American Massage Therapy Association Council of Schools , 2005.
- National Distinguished Service Award, 2002, American Massage Therapy Association.
- President's Award, American Massage Therapy Association, AZ Chapter
- Various national sales awards from both Dale Carnegie & Associates and the Prudential Insurance Company.

### **PUBLICATIONS**

- Contributing chapter author: Freshman, B., Rubino, L., & Chassiaskos, Y.R. (2010). *Collaboration Across the Disciplines in Health Care* (p. 175-204). Sudbury, MA: Jones and Bartlett
- Chapter co-author: *Clinicians and Educators Desk Reference on the Licensed Complementary and Alternative Healthcare Professions.*
- Thesis: *Acupuncture, Chiropractic and Massage Therapy Education: Faculty Response to Online Education.* October, 2009.