

## JANE COLLINS

Jane Collins CPA, CA, HBA

janevlasblomcollins@gmail.com

www.willingchangecourses.com

65 Orkney Street East, Caledonia, Ontario N3W 1C4

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### **FACILATATOR & TEACHING EXPERIENCE**

From Mohawk College classrooms to the offices of Small Business Development agencies to the homes and offices of course participants, my work has been well-received; many endorsements have been provided to attest to their change facilitation effects.

**Mohawk College** - Hamilton, Ontario – 1999 to 2010

Instructor in classroom and distance education – Three levels of Applied Accounting

**OntarioLearn**, Mohawk College - Hamilton, Ontario – 2004 to 2006

Facilitator - Get Organized for Small Business Owners – Asynchronous Online Course - Developed the course outline and delivered all materials

**Continuing Education Facilitator** for Registered Insurance Brokers of Ontario (RIBO), and Canadian Professional Counsellors Association (CPCA) as well as other organizations

Developed accredited home-study courses and workshops based on *Willing Change* and several publications written by Jane Collins

COURSES include:

The F.A.C.E. of Ethical Character in the Workplace

Productivity for Managers – three-part series

Personal Productivity – three-part series

Decision-Making Success

Moving Forward

Accomplish More with Less Effort

**Workshops & Webinars** – 2000 –

Materials developed and presented to new business owners, non-profits, and college-level students

Step One is Clarify, for Entrepreneurs

Think Like an Entrepreneur

Generate New Ideas

Business Vision – Webinar

Self-Employment Success – based on the *Willing Change Workbook* by Jane Collins

Self-Motivation – Developing mindsets to take action and move forward

Handling Change at Work – Helping employees cope with workplace restructuring

**EDITOR & WRITING COACH** – 2018 – through Burnstown Publishing House

Working with aspiring and established writers includes evaluating and inspiring through workshops and individually.

Proofreading services for manuscripts are provided as well.

**EDUCATION**

Chartered Accountant Designation, 1981

Honors Business Administration, University of Western Ontario, 1977

**Continuing Education**

Dale Carnegie

Teaching Adults - Niagara College, Niagara-on-the-Lake, Ontario

Literacy Tutor Training - Haldimand - Norfolk

Writing for Publication - Niagara College, Welland, Ontario

Grammar - Niagara College, Welland, Ontario

Writing for Children - Niagara College, Welland, Ontario

**AUTHOR**

As an author my published works include one non-fiction book, *Willing Change*, (Jane Collins), accredited by Curriculum Services Canada, and two fiction novels.

***Bookkeeping Step by Step* (1999)**

Self-published workbook teaching the basics of accounting, used by Mohawk College, Hamilton Ontario

***Willing Change* – non-fiction:**

Published by Burnstown Publishing House, Burnstown, Ontario – 2010

Accredited by Curriculum Services Canada (2013) as a resource

***Self-Employment Success, a Willing Change Workbook***

Published by Burnstown Publishing House, Burnstown, Ontario – 2011

**Inward Trilogy – fiction: *Perspectives* (2015), *Perceptions* (2017), *Parallels* (in progress)**

Published by Burnstown Publishing House, Burnstown, Ontario

**Articles** - Published travel series, Hamilton Spectator (1995)

**BUSINESS OWNER****Jane Collins Publications (JCP) 1995 –**

JCP offers Continuing Education and publications that educate and inspire

**Jane Collins Chartered Accountant 1995 - 2010**

Offered full accounting and tax services for small businesses, internal audits, and administrative systems design for Credit Unions.

**PAST EMPLOYMENT**

**Manager** of Finance and Human Resources – Children’s Aid Society Haldimand

**Business Auditor** – Canada Revenue Agency

**Chartered Accountant** – Touche Ross

**COMMUNITY CONTRIBUTIONS**

DREAM Program, Dunnville - Created curriculum and mentored group of students grades 9-12

Ontario Press Council Member – 2003 – 2010

Member of Dunnville Rotary Club – 2007 – 2011, Treasurer