

HEATHER MELLOR

SOUTHERN NEW HAMPSHIRE

Creative Technical Trainer | Strategic Instructional Designer

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PROFESSIONAL PROFILE

Resourceful, certified educator with 20+ years of designing and delivering interactive curriculum using multiple modalities, looking to advance my career in training and development. Expertise in engaging students, coaching, and developing people. Curious lifelong-learner with a passion for adult learning principles and learning new technologies. Highly skilled at fostering meaningful relationships with learners, colleagues, and senior leadership to ensure all parties are successful. Flexible and talented at resolving complex challenges within fast-paced and highly regulated environments. Deeply committed to diversity, social equity, and inclusion.

PROFESSIONAL EXPERIENCE

Greylock Federal Credit Union | Pittsfield, MA

Training Designer | 2022-2023

Develop, update, and execute OnBoarding, compliance, DEI and wellness training in a not-for-profit financial institution

- Apply the steps of ADDIE and design thinking to produce a multi-modal emotional wellness program according to the goals and objectives of the organization's strategic plan
- Facilitate virtual instructor-led and in-person training and development courses
- In collaboration with subject matter experts, edit and produce OnBoarding and compliance course content
- Revise and upload eLearning courses through BVS Learning Management System

Southern New Hampshire University | Manchester, NH

Adjunct Professor | 2006 - 2022

Educated up to 150 adult learners per year in the subjects of biology, health, and environmental science

- Applied adult learning principles in content creation and while facilitating lectures, interactive activities, and discussions
- Designed and delivered asynchronous instruction using Blackboard and Brightspace Learning Management Systems
- Utilized technical writing skills to clearly communicate university expectations and deliver content, increasing student success

Exeter High School | Exeter, NH

Science Teacher | 2006 - 2022

Developed and implemented in-person and virtual Honors and Advanced Placement Biology curriculum for 125 students per day

- Provided individualized support for meeting learning goals and maintained progress in Learning Management Systems (LMS experience in Canvas, Powerschool, Google Classroom, Moodle)
- Fostered a positive and welcoming synchronous and asynchronous online learning environment using Google Meets, Zoom, Camtasia, Jamboard, Powerpoint, Google Slides, Kami, Edpuzzle
- Piloted an innovative model of Next Generation Science Exemplar teaching, designed instruction for multiple units, and mentored 16 colleagues for implementation across department

OmniSonics Medical Technologies, Inc. | Wilmington, MA

Manager of Pre-Clinical Affairs | 2003 - 2006

Promoted to direct scientific studies and projects in a startup medical device company, including maintenance of budgets and study documentation

- Obtained 510(K) approval by complying with GLP regulations
- Designed and managed studies for product development or validation in collaboration with Engineering, Quality, and Clinical departments

Assistant Manager of Pre-Clinical Affairs | 2002 - 2003

Led scientific study development and execution. Coordinated internal *in vitro* experiments and external *in vivo* studies conducted by contract research organizations. Managed a \$500,000 operating budget

- Applied technical writing skills to complete study protocols, documentation, and reports to support regulatory efforts
- Awarded US Patent No. 6,733,451: *Apparatus and method for an ultrasonic probe used with a pharmacological agent*

EDUCATION

University of New Hampshire | Durham, NH
M.S., Animal and Nutritional Sciences

Mount Holyoke College | South Hadley, MA
B.A., Major: Biological Sciences | Minor: Spanish

CERTIFICATIONS

Professional Certificate, Virtual Instructional Design | Association for Talent Development
Experienced Educator Certificate # 86231, Life Science Education (7-12) | State of New Hampshire
Professional Certificate, Accommodations, Accessibility, and Universal Design | Southern New Hampshire University
Professional Certificate, Information Mapping® Foundation™ | Information Mapping®
Professional Certificate, Mastering Successful Policies and Procedures™ | Information Mapping®
Professional Certificate, Information Mapping® Professional Certification | Information Mapping®
Candidate for Project Management Professional (PMP) | Project Management Institute

PROFESSIONAL DEVELOPMENT

University of Maryland, Project Management Center for Excellence
Managing Conflicts on Projects and Programs with Cultural and Emotional Intelligence
Applied Scrum for Agile Project Management

Southern New Hampshire University
Next Generation Science Standards Exemplar Training

The Earth Institute, Columbia University
The Age of Sustainable Development

PROFESSIONAL AFFILIATIONS

Association for Talent Development (ATD)
Project Management Institute (PMI)

PERSONAL INTERESTS

Baking, Gardening, Hiking, Reading and Interior Design