



Heather Spence

Professional Development Coordinator

Organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to multi-task and achieve overall objectives. Educated yet down-to-earth and unafraid to get hands-on.

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📍 Charlottesville, VA

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WORK EXPERIENCE

Professional Development Coordinator - Project Manager, Midwest Explore Learning

02/2019 – Present

Charlottesville, VA

Achievements/Tasks

- Liaison with sales executives, client, and certified instructors through the life cycle of their professional development by evaluating event needs, identifying qualified instructors and after-event follow-up with the site contact
- Maintained department procedural documentation and calendar in collaboration with the team
- Managed team of Midwest Certified Instructors, overseeing their certification documents, contracts, payroll, expenses, scheduling and travel arrangements
- Provided administrative support to area Implementation Manager including preparing data and sending correspondences to client on behalf of manager

Advanced Cognitive Skills Trainer LearningRx

10/2015 – 02/2019

Charlottesville, VA

Achievements/Tasks

- Coordinated and administered 3-4, 90-minute training sessions a week, per student, with a maximum of six students
- Managed program performance reviews of all entry-level trainers, 3-4 employees at a time, and taught the entry training program through mentored process
- Coached all ages with a concentrated focus on adolescents, age 7-15, with various social, behavioral, and learning needs
- Collaborated with directors, clients, and parents to ensure completion and satisfaction with program

Graduate Research Assistant University of Virginia

08/2014 – 05/2017

Charlottesville, VA

Achievements/Tasks

- Collaborated with faculty and students to conduct interdisciplinary research into novel ways of miniaturizing and integrating Rapid DNA Analysis
- Characterized micrometer laser spot size and beam focal length using free space optics and filters with Zemax OpticStudio simulations
- Delivered and organized research presentations for weekly group meetings, departmental seminars, and thesis defense oral examination

SKILLS

Budgeting

Scheduling

Planning

Data Analysis

Scrum/Agile Methodologies

Performance Tracking

Team Building/Management

Microsoft Suite

Salesforce

Database Management

SOFT SKILLS

Critical Thinking

Time Management

Conflict Resolution

Presentation & Public Speaking

Mentoring

Communication

Leadership

Conflict Resolution

Organization

EDUCATION

Master of Science: Electrical Engineering University of Virginia

08/2014 – 05/2017

Charlottesville, VA

Courses

- Miniaturized Optical Components for Fluorescent DNA Detection System

Bachelor of Science: Physics and Bachelor of Arts: Theatre University of Richmond

08/2010 – 05/2014

Richmond, VA

INTERESTS

Pet Sitting

Cooking

Board Games

Reading