

Tara Messier, M.Ed., PHR

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SUMMARY OF QUALIFICATIONS

- *Technical and soft skills trainer*
- *Developed training curricula using ADDIE model*
- *Performed training evaluation using Kirkpatrick methodology*
- *Created comprehensive certificate programs & workshops for adult learners*
- *Developed job aids, user guides & PowerPoint presentations*
- *Advanced skills in Microsoft Excel, Word & PowerPoint*
- *Functional skills in Blackboard, Dreamweaver, PREZI, Google Collaboration, Lime Survey & Captivate*

TRAINING AND PROGRAM DEVELOPMENT EXPERIENCE

University of Vermont, Burlington, Vermont

Assistant Director Professional Development & Training

December 2009- Present

- Oversee professional development programs for staff at mid-size University
- Provide supervision and leadership for Professional Development and Training team
- Redesigned training and development programs and increased staff participation by more than 200% over 6 years without an increase in program budget
- Designed and implemented comprehensive certificate program aimed at developing basic supervisory competencies for front line managers
- Coach and support University staff in the creation of individual development plans for learning
- Collaborate at all levels of the University to ensure strategic alignment of programs
- Deliver workshops and facilitate certificate programs covering a variety of topics including: leadership, communication and job specific skills
- Evaluate and assess program quality and instructor effectiveness using Kirkpatrick methodology
- Collect data and produce quarterly statistical reports to highlight program impact
- Monitor spending and oversee departmental budget
- Conduct needs assessments to determine yearly program focus and workshop content
- Recruit and oversee volunteer instructors from diverse areas across campus
- Coach and support subject matter experts in the development of training programs and materials
- Develop train-the-trainer sessions for volunteer instructors and subject matter experts
- Conduct organization and learning needs assessments for administrative and academic units
- Deployed outreach and marketing strategies to redefine the unit's image and promote program quality
- Redesigned new employee orientation and onboarding programs resulting in increased program effectiveness and efficiency

Trainer Human Resource Services, Learning Services

February 2007- December 2009

- Designed and delivered high quality instructor led workshops for University staff across a variety of topics including PeopleSoft HCM, Microsoft Excel, communication, customer service and leadership
- Employed adult education methodologies to develop, implement and evaluate training programs
- Facilitated new employee orientation
- Fostered collaborative relationships with individuals and departments
- Authored written training materials for persons with varying levels of knowledge
- Developed diversity related educational programming for Human Resources staff

PeopleSoft Support Project CATalyst (Temporary Assignment)

February 2006- February 2007

- Developed and analyzed test scenarios and resulting data to troubleshoot configuration issues
- Provided exceptional customer service and software support for end users of PeopleSoft
- Assisted in the development and delivery of training sessions for end users of PeopleSoft

Spectrum Youth and Family Services, Burlington, Vermont

Outreach Programs Coordinator

July 2001- November 2005

- Provided oversight and leadership for street and center based outreach programs serving homeless youth
- Recruited, trained and supervised team of 40+ peer outreach staff, community and AmeriCorps Volunteers
- Defined and articulated program goals and priorities
- Developed and maintained collaborative relationships with multiple community organizations
- Utilized a variety of educational models to develop and deliver health related training for young adults
- Monitored spending and provided oversight of departmental budget

Planned Parenthood of Northern New England, Bedford, New Hampshire

Educator

March 2000- July 2001

- Designed, delivered and evaluated educational programming for youth and adults
- Provided health related counseling and educational services to young adults
- Developed collaborative relationships with religious organizations, community groups and non-profits
- Represented Planned Parenthood at meetings, public events and throughout the community
- Designed public relations materials to cultivate the identity, image and community presence of programs in assigned geographic area

BOARD AND COMMITTEE WORK

University of Vermont, Burlington, Vermont

Working Group, **President's Commission Institutional Excellence** (July 2015-Present) Appointed

Diversity Working Group, Division of Financial and Enterprise Services (2010-2012)

President's Commission on Racial Diversity (October 2008- September 2010) Appointed

Education and Professional Development Staff Council Committee (September 2008- May 2014)

College and University Professional Association of Human Resources (CUPA-HR) Northern New England Chapter Board

President, July 2014 to June 2015

President-Elect, July 2013 to 2014

Vermont State Representative, October 2011- June 2013

AWARDS

- Certificate Award for Ally Work, *University of Vermont ALANA (African, Latino(a), Asian, and Native American) Coalition, Burlington, Vermont, May 2011*
- DEM Award- Awarded to a team "whose collaborative spirit, pervasive professionalism, and superb knowledge, has enabled a unit in the Department of Enrollment Management to accomplish a difficult and demanding task or mission", *Department of Enrollment Management, University of Vermont, Burlington Vermont, May 2016*

CERTIFICATIONS

- Myers Briggs Type Indicator (MBTI) Qualified, APT MBTI Qualifying Program, May 17, 2007
- PHR, Professional in Human Resources, HRCI, July 2007-Present
- Ethical Fitness Trainer, Institute for Global Ethics, May 2012

CONFERENCE PRESENTATIONS

- **Culturally Responsive Supervision** (Co-Presented) CUPA-HR, National Conference September 26, 2011
- **Strategic Leadership to Integrate Transgender Identity in the Workplace** (Co-Presented) CUPA-HR, Eastern Region Conference, April 28, 2009
- **Communicating Across Difference: MBTI and Diversity** Vermont Women in Higher Education, Fall Conference Session Presentation, October 2009

EDUCATION

Master of Education (M.Ed.) Education Leadership and Policy Studies, *University of Vermont, Burlington, Vermont*

- *Internship: Authored an eight module blended learning curriculum for new leaders, "Developing the Leader Within"*

Bachelor of Arts (B.A.) Sociology, Concentration in Social Work, *Saint Anselm College, Manchester, New Hampshire*