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Sara J. Marchessault

Objective Continue my career in education and coaching by getting back to what I love – working with young people! I will accomplish this by offering a summer camp program called “Girl’s Camp for Life” where I will work with young women in a unique setting, developing skills for creating a successful and rewarding life experience.

Experience June 2007 – Present

Florida State University/Florida Department of Education, Bureau of School Improvement – Tallahassee, FL

School Improvement Facilitator

- Analyze and improve training materials for the Florida Continuous Improvement Model (FCIM), the state endorsed model for school improvement
- Deliver training to school districts for implementation of the Florida Continuous Improvement Model
- Create training materials for incoming facilitators
- Facilitate school improvement efforts for assigned, low-performing schools
- Conduct site visits to monitor the implementation of school improvement plans at assigned, failing schools in the state of Florida
- Communicate with administrators, district personnel, and classroom teachers to collect data and determine best practices specific to districts, schools, and classrooms
- Report regularly on the progress of assigned schools
- Review school improvement plan documents, monthly and quarterly progress reports, and district improvement plans, prepare feedback and deliver to school administrators
- Participate in work groups to achieve common goals with the Bureau of School Improvement, a part of the Florida Department of Education; work groups included report preparation, training development and delivery, workshop development and delivery, technology exploration, preparing state-of-the-state report, and process checks with schools
- Serve as a source of information for districts, school administrators, teachers, guidance counselors, parents, and students in the areas of Student Progression, Major Areas of Interest, and interpreting educational laws
- Prepare guidance documents for district personnel to assist them in compiling reports for submission to the Department of Education
- Participate on committees to analyze, update, and provide services to guidance counselors throughout the state education system

September 2008 – Present

Tallahassee Community College – Tallahassee, FL

Adjunct Instructor – College Success

- Plan course pacing, lessons, activities, tests, and methods of instruction
- Deliver instruction to College Success students implementing techniques of classroom management to ensure equitable learning opportunities for all students
- Utilizes technology to provide various learning opportunities through online resources and use of the Internet for research
- Maintain course materials and grades using Blackboard

August 2006 – Present

Joyful by Design: Life Coaching for Women – Tallahassee, FL

Owner/Life Coach

- Work with individual clients to systematically define goals and objectives for self improvement, create action plans to reach goals, and provide necessary support and guidance as client implements plans of action
- Facilitate small group coaching events to support self improvement in clients who are ready to move forward with their goals
- Publish monthly newsletter and occasional articles for local magazines

June 2005 – June 2007

IBM Global Business Services – Atlanta, GA

Learning Consultant

- Team member for client engagements as a learning consultant
- Participated in learning needs assessments for development of learning strategies
- Curriculum design and development for both system and softskill training
- Project planning with Microsoft Project to determine timelines and deliverables of learning projects
- Worked at a variety of client sites to apply instructional design methodologies and produce instructionally sound content
- Recruited, interviewed, and collaborated with subject matter experts (SMEs) to assist with development of training efforts; SMEs assisted with providing content necessary to create a “big-picture” when developing training for a new system, such as SAP or Oracle; participated as trainers, attending Train-the-Trainer sessions and learning new systems before the majority of employees; helped pull staff together for formative and summative evaluations of training materials

- Developed course materials for Train-the-Trainer sessions, including relevant information on theories of adult learning and presentation skills
- Delivered Train-the-Trainer sessions to live audiences to prepare SMEs for delivery to a wider audience base, often across large corporations with significant end-user populations
- Individually coached and prepared trainers to deliver training
- Provided technical support during training sessions
- Delivered system training in SAP, covering topics such as “Introduction to SAP” and “Procurement” at various client sites

February 2004 – June 2005

NorthCountry Federal Credit Union – Burlington, VT

Training Specialist

- Create and utilize needs assessment tools to determine performance improvement and training gaps
- Review existing training materials, interviewing staff as to what is relevant, what is not, etc.
- Work closely with SMEs to develop knowledge of credit union employee tasks and responsibilities
- Plan and implement a systematic curriculum for incoming employees
- Design curriculum for performance improvement and training interventions for existing credit union employees
- Develop materials for training credit union employees; included being the first credit union employee to learn a new system, followed by the development of a training package unique to the policies, procedures, and routines of our credit union
- Implement in-house training in a face-to-face setting, presenting materials to employees in an environment designed to enhance transfer of learning
- Assess employee skill levels and follow-through to evaluate training program and revise as necessary

January 2002 – December 2003

Rose Speech and Academic Center/Rose Childcare – Tallahassee, FL

Child Care Assistant Director

- Researched state standards and guidelines to create curriculum for newly opened child care center
- Planned and organized physical space for children and teachers
- Designed and implemented quality curriculum for children ages 20 months to 4 years
- Planned long and short term developmental goals for each child
- Trained, supervised, and evaluated performance of other teachers

Academic Coach

- Provided academic coaching services to students grades K-12 in both individual and group settings, working toward attaining specific academic goals for each student

August 2000 – December 2002

Dothan City Schools – Dothan, AL

Kindergarten Teacher

- Planned and implemented educational activities for students based on state standards and individual skill levels of students
- Responsible for evaluating student progress and revising instruction to best fit the learning style of each student
- Aided with research and grant writing
- Organized school functions

Education

2003 Florida State University Tallahassee, FL
▪ M.S., Instructional Design

2000 Florida State University Tallahassee, FL
▪ B.S., Early Childhood Education
▪ Graduated *summa cum laude*

Certification

2006 Life Purpose Institute San Diego, CA
▪ Certified life and career coach

Special Skills

- Able to complete tasks associated with performance improvement and instructional design processes: needs assessment, task analysis, identifying gaps and causes, designing and developing cost effective solutions, implementing and evaluating solutions, and revising solutions to continuously improve performance
- Able to design and develop both instructional and non-instructional solutions
- Capable of producing quality work individually and as a member of team
- Enjoy presenting information and providing learners with the knowledge and skills required to be successful
- Trained in coaching for goal achievement, performance improvement, career development
- Skilled in building motivation and encouraging success in others
- Experienced in delivering self-assessments and analyzing results with subject to better understand their own personality, aptitudes, and preferences, and apply to others
- Excellent written and verbal communication skills
- Excited to work on a dynamic team, learning from and collaborating with colleagues from diverse backgrounds and experiences
- Proficient in the use of Microsoft products, including Word, Outlook, PowerPoint, Excel, and Internet Explorer
- Willing and able to learn new software applications