

Jessica Ashley Steele

Leader & Creator of Solutions | Education & Communications Specialist | Coach & Facilitator

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International Educator, Facilitator, & Trainer:

Multilingual coach & trainer adept in organization, program management, & leadership, offering 7+ years of experience communicating, coordinating learning programs, strategizing, & creating dynamic solutions to complex problems.

HIGH5 Assessment: My Top 5 Skills

1. Empathy
2. Leadership
3. Organization
4. Determination
5. Communication

Education:

M.Sc. | Leadership & Education
University of Florida, USA - May 2020

- Teaching & Learning Certificate
- Leadership Development Certificate

B.Sc. | Education, Communication, & Leadership

University of Florida, USA - May 2016

- Leadership Development Minor

Leadership:

- Event Leader & Facilitator for [Skip the Small Talk](#) | 2022 - Present
- Workshop Leader & Facilitator for [Third Nature](#) | 2020 - Present
- Wellness & Events Coordinator for AEC Department | 2018 - 2020
- Event Coordinator & Leader of YMY Workshop Series for UF Health | 2014 - 2016
- TEDx Speaker: [The Death of "Poor Me"](#) presented in Helsinki, Finland | 2014

Languages:

ENGLISH	Native
PORTUGUESE	Native
SPANISH	Fluent
FRENCH	Fluent
ITALIAN	Beginner
ARABIC	Beginner

Experiences & Skills:

Program Management & Executive Execution

- Delivered projects with punctuality by employing effective decision-making, precise time management, and self-motivation.
- Developed internal and external communications plans from scratch, spearheading community-building initiatives, forming international connections, and promoting teamwork.
- Exhibited strong leadership abilities by confidently leading and facilitating workshops with 50+ participants, effectively impacting a global audience through engaging content and public speaking.

Instructional Design, Teaching, & Training

- Leveraged deep expertise in Instructional Design principles, online learning methodologies, and andragogy to create 10+ engaging, impactful online courses for the University of Florida.
- Distinguished as a dynamic lecturer in undergraduate courses and guest speaker on esteemed leadership panels, effectively promoting a culture of effective collaboration and teamwork.
- Demonstrated excellent communication and collaboration skills in the development of targeted, highly effective learning content.

Leadership & Teamwork

- Expertly managed and motivated a diverse team of 45+ staff members, implementing robust performance tracking measures, and ensuring exceptional customer satisfaction.
- Demonstrated exceptional leadership prowess by reducing turnover rates by an impressive 15%, implementing top-notch in-house training programs, and fostering a positive and productive work environment.
- Exhibited exceptional conflict resolution abilities by actively listening, empathetically understanding various perspectives, and successfully implementing collaborative solutions.

Process Improvement & Efficiency

- Spearheaded the development of a cutting-edge, fully-digital hiring platform, revolutionizing the hiring process and facilitating seamless onboarding of 15 highly talented new employees within a span of just 45 days.
- Demonstrated astute financial acumen by diligently monitoring financial operations, overseeing daily transactions, and ensuring meticulous management of monetary resources.

Research & Analysis

- Excelled in conducting comprehensive data analyses, co-authoring impactful research articles, and presenting groundbreaking findings at prestigious national and international conferences.
- Garnered recognition for academic excellence by securing a fully-funded grant to travel to Costa Rica, capturing and producing compelling educational footage to promote intercultural learning.
- Utilized advanced research and analytical skills to inform strategic decision-making and optimize project outcomes.