

Jessica Ashley Steele

International Facilitator, Learning Management Specialist

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PROFILE

I am an intrinsically driven coach, businesswoman, and professional actively seeking opportunities in leadership, research, and education with an organization offering diverse positions of leadership advancement, international work/involvement, and the chance for continual growth and learning. Having lived in various nations across the globe, I am a dual citizen [USA & Brazil] with fluency in four languages. My experience working within an increasingly interconnected global community has led me to develop my passion for education-based coaching, wherein I deliver content & present workshops on self-love, mindfulness, emotional intelligence, and compassion. With my background in social science and andragogy [adult learning theory], I bring an analytical perspective to my work fused with mindfulness education and a desire to create impactful social change. I specialize in organizational management, leadership, public speaking, instructional design [online/e-learning], global diversity & inclusion, event planning, and adult education.

EDUCATION

Master of Science in Leadership

University of Florida | Gainesville, FL, USA

May 2020

Specialization: Cultural Diversity and Emotional Intelligence (EQ)

Certifications: Teaching and Learning Certificate
Leadership Development Certificate
Instructional Design Certificate

Research: *An Exploration of Virtual Intercultural Learning Experiences for Undergraduate Students*

GPA: 4.0 - Summa Cum Laude

Bachelor of Science in Agricultural Education & Communication

May 2016

University of Florida | Gainesville, FL, USA

Specialization: Communication and Leadership Development

Minor: Leadership

Outstanding: Dean's List Recipient [7 times]

GPA: 3.71 - Cum Laude

INTERNATIONAL EXPERIENCE

Citizenship: Dual Citizen | United States | Brazil

Living Abroad: Sept 2020 - Feb 2022 → Brazil (Portuguese)
June - Aug 2018 → Brazil (Portuguese) and France (French)
April - June 2017 → France (French) and Mexico (Spanish)
June 2016 → Colombia (Spanish)
June - Aug of 2002 through 2012 → Brazil (Portuguese)

Languages Spoken: English *Level: Native*
Portuguese (Brazilian) *Level: Native*
Spanish *Level: Fluent*
French *Level: Fluent*
Italian *Level: Beginner*

American Sign Language (ASL) *Level: Beginner*
Arabic (Moroccan) *Level: Beginner*

Study Abroad: Semester at Sea → Northern Europe and Scandinavia
11 cities in 10 countries | 60 days abroad | June - August, 2014

Research Abroad: Costa Rica | June 2019 | Data collection
Filmed agricultural industry tours for Master's Project

MASTER'S PROJECT

AEC 4932 - An Intercultural Exploration of Agricultural and Life Sciences in Costa Rica

Title: Exploring the Effects of Virtual Intercultural Learning Experiences (VIntLE) on the Cross-Cultural Self-Efficacy of University Students

Chair: Dr. Nicole Stedman

Summary: Created a **Virtual Intercultural Learning Experience (VIntLE)** for the University of Florida's College of Agricultural and Life Sciences. This online course is titled *AEC 4932 - An Intercultural Exploration of Agricultural and Life Sciences in Costa Rica*. Filmed agricultural industry tours in Costa Rica, created six 10-minute educational videos, and compiled materials into an online course for undergraduate learners. Developed pre/posttest to administer to students upon registering for and completing the course.

Skills: Videography, video editing, instructional design, online course development, distance education, intercultural education

RESEARCH

Abstract(s):

Master's Research: My master's research entailed studying the availability/accessibility of international study abroad for college and university students in the U.S.A. I researched study abroad programs, virtual/distance education, and the inequity of travel opportunities for minority college students. I integrated distance learning technology to propose an equitable, virtual alternative for minority students who otherwise cannot travel abroad due to disability, lack of funding, or time commitments such as maintaining a job or taking care of grandparents, parents, or siblings. My solution is called a Virtual Intercultural Learning Experience (VIntLE), which provides students online access to intercultural learning materials comparable to a Virtual Exchange or Global Virtual Team experience.

Assistantship Research: My assistantship research involved qualitatively studying the impact of effective mentorship on newly hired Extension Agents in the state of Florida. My co-researchers and I determined that effective leadership is critical in employee retention, development, and success. We noted how ineffective leadership and mentorship with newly onboarded Extension Agents resulted in lower job satisfaction, higher Agent turnover, and reports of feeling dispensable or not valued by the institution. We proposed a reformed mentorship program to hold leaders more accountable for the development and training of new Extension Agents during their first 3 years on the job.

Presentations:

- Gainesville, FL, USA - *Online Intercultural Learning: VE/VFTs* | PowerPoint presented at the CALS Teaching Enhancement Symposium - August 13, 2019
- Ottawa, Ontario, Canada - *Global Leadership: Virtual Intercultural Learning Experiences* | Research poster presented at the International Leadership Association's 21st Annual Global Conference - October 24-27, 2019

Publications:

Benge, M., Beattie, P. N., & **Steele, J. A.** (Published). Challenges of early career Extension agents in Florida. Manuscript submitted to be presented at Southern Region American Association of Agricultural Education (SR-AAAE), Louisville, Kentucky.

Benge, M., **Steele, J. A.**, & Beattie, P. N. (Published). Coaching and mentoring experiences of early career Extension agents in Florida received from county Extension directors. Manuscript submitted to be presented at Southern Region American Association of Agricultural Education (SR-AAAE), Louisville, Kentucky. Published by the Journal of Human Sciences & Extension (JHSE).

LECTURES & PRESENTATIONS

Guest Lecturer for UF's Gender and Development Working Group (GDWG)

April 25, 2019 - Gender and Identity

March 24, 2020 - Embracing Sex-Positivity and Enthusiastic Consent

Guest Lecturer for AEC 3413 - Working with People: Interpersonal Leadership Skills

January 21, 2020 | S.M.A.R.T. Goals

Guest Lecturer for AEC 4417 - Leadership for Personal and Organizational Change

January 23, 2019 | Examining Social Change

February 18, 2019 | Collaboration

March 11, 2019 | Controversy with Civility

March 18, 2019 | Leadership Panel Discussion

April 1, 2019 | The Innovation Decision Process

April 3, 2019 | Assigned Reading Discussion

TEDx Speaker for "TED x Semester at Sea - From Ideas to Action"

Title: "The death of 'poor me'"

Date: Aug 5, 2014

URL: <https://www.youtube.com/watch?v=RBEIF1aLtl&t=1s>

Summary: Motivational speech about sexual consent, healthy relationships, and overcoming guilt, regret, and shame by using mindfulness practices.

TRAININGS & CERTIFICATIONS

Teaching and Learning Certificate - AEC Graduate Certificates		Spring 2020
Leadership Development Certificate - AEC Graduate Certificates		Spring 2020
Virtual Exchange Training - UF International Center		Spring 2019
Online Teaching Excellence - UF + Quality Matters [Instructional Design]		Fall 2018
Design an Excellent Online Course - UF + Quality Matters [Instructional Design]		Fall 2018
Alachua County Crisis Center - Crisis Counselor & Suicide Hotline Training		Spring 2018

ACADEMIC INVOLVEMENT

UF Graduate Student Association (GSA) E-Board/Council Member

- ALSCC Representative - 2018-2019
- Graduate Committee Counsel Member - 2019-2020
- Master Graduate Representative - 2019-2020

Department of Agricultural Education and Communication (AEC) Graduate Activities

- Co-coordinated Fall 2019 incoming AEC M.S. and Ph.D. students' Graduate Student Orientation August 19, 2019
- Co-coordinated Spring 2020 incoming AEC M.S. and Ph.D. students' Graduate Student Orientation January 3rd, 2020
- Co-coordinated a graduate student panel for AEC's "Gator Days" open-house event Fall 2019 and Spring 2020
- Graduate coordinator of prospective graduate student tours/visits of UF campus 2019 - 2020
- Volunteer graduate representative tour guide and liaison

2018 - 2020

Undergraduate Activities

- Agricultural Communicators & Leaders of Tomorrow (ACLT) | 2014 - 2016
- Gator Salsa - Latin Dance Team | 2015 - 2016
- UF Dancing Gators - Dance Team | 2014 - 2016
- Belly Gators - Dance Team | 2014 - 2016
- Heal the World | 2013 - 2014
- Brazilian Student Association (BRASA) | 2012 - 2014
- UF Language Exchange Club | 2012 - 2013

GRANTS & AWARDS

UF A2i Scholarship Award - Center for Stress Resilient Agriculture | 2020

CALS Distance Education Mini-Grant Recipient | 2019 - 2020

Dean's List - Exceptional Grades | Spring 2013, Spring 2014, Summer 2014, Fall 2014, Spring 2015, Fall 2015, Spring 2016

Recognition for Studying Abroad on "Semester at Sea" | Summer 2014

UF Study Abroad Scholarship | Summer 2014

Bright Futures Scholarship | 2012 - 2016

GRADUATE COURSEWORK

AEC 5454 - Leadership Development in Extension and Community Nonprofits

AEC 5541 - Instructional & Communication Technologies in Agriculture and Natural Resources

AEC 6543 - Teaching & Learning Theory: Applications in Agricultural Education

AEC 6316 - An Overview of International Extension Systems

AEC 6419 - Communication and Competencies for Global Leadership

AEC 6767 - Research Strategies in Agricultural Education and Communication

AEC 6411 - Organizational Leadership in Agricultural and Life Sciences

AEC 6932 - Research Proposal Development

AEC 6210 - Designing Educational Programs in Agricultural Settings

EDF 6400 - Foundations of Educational Research: An Overview

AEC 6971 - Research for Master's Thesis

AEC 6211 - Developing Educational Programs in Agricultural Settings

AEC 6932 - Facilitating Leadership Programs

AEC 6912 - Non-Thesis Research (Project Hours)

GPA: 4.0

ASSISTANTSHIPS HELD

AEC 3033 - Research and Business Writing in Agricultural and Life Sciences

AEC 3033C - (ONLINE) Research and Business Writing in Agricultural and Life Sciences

AEC 4417 - Leadership for Personal and Organizational Change

AEC 3065 - Issues in Agricultural and Life Sciences

AEC 3414 - Leadership Development

AEC 3413 - Working with People: Interpersonal Leadership Skills

Research - Qualitative Extension/Leadership Research with Dr. Matt Bengé

PROFESSIONAL EXPERIENCE

Learning Management Specialist | University of Florida - CEEDAR Center

Location: Remote (Fully Online)

Dates: Oct 2020 - Present

Industry: Education (Adult Learners/Andragogy), Online Education, Video Editing

Hours: 20 Hours/Week

- Develop professional online learning modules called Professional Development (PD) Packs by managing/editing video and instructional content into concise units for adult learners.
- Provide comprehensive content for educators and academic leaders to implement best practices in various areas of growth, including access for students with disabilities, data collection & outcomes, teacher readiness, multicultural instruction, etc.
- Execute instructional design & online learning skills to complete tasks while working independently with minimal supervision; collaborate with partners and report progress to supervisor on a monthly basis.
- Ensure all learning modules are ADA accessible for diverse learners with emphasis on equity & inclusion.

Self-Love & Relationship Coach | Compass[ion] Coaching

Location: Remote (Fully Online)

Dates: Oct 2020 - Present

Industry: Education (Adult Learners/Andragogy), Self-Help, Self-Awareness, Mindfulness

Hours: 20 Hours/Week

- Provide specialized 1:1 coaching, group workshops [online & in-person], keynote speaking, and free online content to help clients authentically align with their purpose, overcome limiting beliefs, bolster their self-respect and esteem, and deepen their Emotional Intelligence (EQ).
- Develop high-quality, engaging adult learning materials including video content [short & long clips], worksheets, and reflection prompts on a weekly basis.
- Deliver stellar customer service to guarantee client satisfaction, deepen relationships, and create meaningful connections.

Graduate Assistant - Teaching & Research | University of Florida

Location: Gainesville, FL, USA

Dates: Aug 2018 - May 2020

Industry: Education (Ages 18-23), Higher Education, Instructional Design

Hours: 20 Hours/Week

- Developed an online undergraduate course titled AEC 4932 - An Intercultural Exploration of Agricultural and Life Sciences in Costa Rica, using principles of effective Instructional Design, online/virtual learning, and andragogy.
- Taught undergraduate courses, created quizzes/exams to test knowledge retention, and monitored class participation.
- Analyzed qualitative data and co-authored research articles.
- Developed community surveys & measurements of Key Performance Indicators (KPIs).
- Compiled and presented a research poster internationally and submitted additional proposals.
- Guest-lectured about leadership and sat on discussion panels for undergraduate courses in the Department of Agricultural Education and Communication.

Office Manager | Covenant Agency

Location: Gainesville, FL, USA

Dates: Jan 2018 - June 2018

Industry: Management, Healthcare

Hours: 40 Hours/Week

- Managed 40+ staff paychecks, hourly logs, and record-keeping on a weekly/monthly basis to provide Medicaid live-in assistance for adults with disabilities.
- Recruited, screened, hired, and trained 15 new staff within 45 days.
- Created an online advertising platform for the company, transitioning the agency from strictly paper (newspaper/print) advertising to an online platform which included LinkedIn, Gmail, Facebook, and Indeed accounts to facilitate talent acquisition.
- Ensured up-to-date legal documentation and CPR/HIPAA (Health Insurance Portability & Accountability Act) training for 40+ staff members by managing online staff training accounts and ensuring training was completed per state and federal requirements.
- Organized files, documents, and medical records in both paper and online formats.

Childcare Specialist - Cognitive Disabilities | Independent Contractor

Location: Gainesville, FL, USA

Dates: Sept 2017 - March 2018

Industry: Education (Ages 5-12), Special Education

Hours: 25 Hours/Week

- Provided individualized attention for a learner with a genetic disorder and cognitive/developmental disabilities.
- Worked on numbers/counting, basic motor skills (moving/running, opening/closing objects, climbing, puzzles, etc.), language skills, color recognition, and developing social manners/appropriate behaviors.
- Taught social skills and modeled how to effectively interact with other children and adults, while allowing the learner to engage fully with others.
- Employed mindfulness & patience in understanding the learner's limitations and worked to educate at an appropriate pace.

Motivational Video Blogger & Mindfulness Influencer | YouTube

Location: Dijon, Bourgogne, France

Dates: Feb 2017 - Feb 2018

Industry: Online Blogging, Young Adult Education

Hours: 20 Hours/Week

- Posted free, public self-help videos on YouTube channel, "Jessica Ashley Steele".
- Worked with individuals and couples to promote compassion, respect, and love for oneself and towards others.
- Utilized principles of healthy emotional management, meditation, yoga, mindfulness and self-awareness to help people work towards their personal goals.

International Volunteer | WorkAway

Location: Caussade, Cahors, and Dijon, France; Rio de Janeiro, Brazil

Dates: April 2017 - June 2017; June 2018

Industry: Hospitality, Organic Farming, Childcare

Hours: 25 Hours/Week

- Volunteered abroad in 3 cities in France and 1 city in Brazil, while serving various roles within industries including hospitality, organic farming, and childcare/nannying.
- Received stellar reviews from each host family before transitioning to my next location.
- Participated in language immersion by intentionally learning French from native speakers and host families, and evolved from a beginner-level of French to an advanced-level proficiency in the French language over a period of 7 weeks (speaking, reading, and writing). Maintained fluency in Portuguese (Brazilian).
- Demonstrated an incredible ability to rapidly learn new languages and assimilate to unique/novel cultural practices via immersion; deepened global & intercultural awareness/appreciation.

Assistant Store Manager | TJX Companies - Marshalls

Location: Orlando, FL, USA

Dates: June 2016 - Feb 2017

Industry: Management, Retail, Customer Service, Tourism

Hours: 60 Hours/Week

- Managed successful operation and daily flow of the entire store for the duration of each shift.
- Advocated for the well-being of 40+ associates and of national/international customers.
- Offered emotional management through conflict mediation and resolution when disagreements/issues or cultural barriers arose among staff, customers, or management.
- Worked efficiently in a high-demand, fast-paced environment and engaged on-the-spot thinking and decision-making.
- Tasked with managing the store's money safe, ensured 1,000+ daily transactions were accounted for, and assisted in shoplifting-reduction efforts.
- Boosted sales for the 5 main store departments by enhancing endcap displays, neatness, and high-quality customer service.

Teaching Assistant - Advanced Videography | University of Florida

Location: Gainesville, FL, USA

Dates: Jan 2016 - May 2016

Industry: Education (Ages 18-23), Higher Education

Hours: 10 Hours/Week

- Assisted 20+ UF students enrolled in advanced digital media production course with video-shoots, setup/breakdown, and video editing.
- Supported the professor in teaching, mentoring, reviewing/grading videos, and providing assistance as needed.

English & Literacy Tutor | America Reads - UF Branch

Location: Gainesville, FL, USA

Dates: Jan 2016 - May 2016

Industry: Education (Ages 5-12), English/Reading

Hours: 20 Hours/Week

- Provided academic tutoring in English for elementary students with dyslexia and/or low reading scores in order to improve their reading/writing performance throughout the semester.
- Worked with reading, writing, and pronunciation by using magnetic letters to spell, whiteboards to practice writing/legibility, and workbook prompts of increasing difficulty to enhance reading skills.
- Monitored progress of reading scores over time and tracked significant improvement in aptitude of all 10 students I worked with on a consistent basis.
- By the end of the semester in May, students' average words per minute (WPM) reading speed and accuracy increased by up to 2x and they were completing more challenging reading/writing tasks than when we began tutoring in January.

“Yes Means Yes” Workshop Facilitator | UF GatorWell & Center for Women’s Studies

Location: Gainesville, FL, USA

Dates: Aug 2014 - May 2016

Industry: Education (Ages 18-23), Sex/Health Education, Event Planning

Hours: 15 Hours/Week

- Led and facilitated a UF Health program of up to 40 students through series of sex-positivity and enthusiastic sexual consent workshops with guest speakers, assigned readings, small-group activities and catering.
- Planned & managed all sessions, coordinated guest speakers, managed catering, and secured venue locations with sponsorship.
- Promoted the cultivation healthy interpersonal relationships, visions of female sexual empowerment, gender equity, & enthusiastic consent in a sex-positive culture.

PROFESSIONAL REFERENCES

Dr. Jaime Loizzo

Title: Assistant Professor & E-Learning Coordinator
Relationship: Communications Professor (Aug - Dec 2018)
Graduate Committee Member (Jan 2019 - May 2020)
Phone: 352-273-1663
Email: jloizzo@ufl.edu

Dr. Matt Benge

Title: Extension Assistant Professor
Relationship: Research Assistantship Supervisor (May - Dec 2019)
Phone: 352-294-1996
Email: mattbenge@ufl.edu

Ms. Megan Stein

Title: Lecturer & Leadership Minor Coordinator
Relationship: Teaching Assistantship Supervisor (Jan - May 2020)
Phone: 352-294-1999
Email: mstein17@ufl.edu