

Vanessa Hazzard, Ed.M.

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SUMMARY	RELEVANT SKILLS
<ul style="list-style-type: none">• Innovative learning design professional with 15 years of experience developing programming for adult learners.• Proven track record of increasing workplace efficiency with multimedia training design materials and learning technologies.• Demonstrated understanding of adult learning in digital spaces by designing and operationalizing microlearning program.• Strong relationship-building skills resulting in cross-functional collaboration in building and scaling new learning projects.	<ul style="list-style-type: none">• Instructional design• Visual design• Curriculum development• eLearning• Microlearning• Learning Management Systems• ADDIE Model• Agile methodologies• Wireframe design• User Experience Design• Instructor-led Training• Virtual Instructor-led Training• Employee training• Articulate 360• Social media management

EDUCATION

Master of Education, Rutgers University, New Brunswick, NJ

Program: Adult & Continuing Education

Member: Kappa Delta Pi International Education Honor Society

Graduate Certificate in Education Technology, Rutgers University, New Brunswick, NJ

Bachelor of Applied Science, Siena Heights University, Adrian, MI

PROFESSIONAL EXPERIENCE

2021 to Present | eLearning Course Designer. Harvard Medical School

- Lead project teams in the design and develop of asynchronous, synchronous, and hybrid continuing education courses for clinical and translational (c/t) research professionals.
- Use an equity and inclusion lens in learning experience design
- Facilitate online team education technology UX evaluations.
- Conceptualized and developed #microEd - a project that combines marketing with microlearning by allowing our audience to preview and interact with course content using Instagram stories.
- Developed training materials for designer, developers, and program managers.
- Increased Instagram followers by 240% since implementation of #microEd.

- Speaker: Medical Device Development: Advancing from Product to Market. Hybrid course.
- Speaker: Use Peer-led Working Groups to Advance Equity in Learning Design and Delivery. Learning 2022 Conference.
- Diversity, Equity, Inclusion, and Belonging (DEIB) Working Groups:
 - Content Development
 - Dissemination
 - Staff Training (past)

2020 to 2021 | Instructional Design & Technology Assistant. Rutgers University-Camden

- Provide administrative course support for faculty in the School of Arts and Sciences, Nursing, Business, and Law.
- Create instructional guides for students on the use of Canvas LMS features and its integrations.
- Format undergraduate course sites that have migrated across learning management platforms.
- Responsible for editing Instructional Design and Technology website.

2019 to 2021 | Spa Therapist/Interim Trainer. Four Seasons Hotel Philadelphia at Comcast Technology Center. Philadelphia, PA

- Effectively trained new spa therapists in standard operating procedures, signature treatments, and Forbes' Spa Therapist Standards.
- Enhanced efficiency in training new spa therapists by developing training slides and videos.
- Conducted the Standards Test evaluation for The Spa at Four Seasons Washington, D.C.
- Consistently increased revenue for the spa as a top performer of enhancement sales each month.

2012 to 2020 | Instructional Designer and Continuing Education Provider. Self

- Implemented learning solutions for licensed massage therapists and allied health professionals.
- Developed 16 in-person and online trainings for spas and wellness centers.
- Books and articles:
 - Allen, L. (2019). Along the Way. In One year to a successful massage therapy practice (2nd ed., p. 189).
 - Hazzard, V. (2018). Thai massage is for more than a good stretch. Massage Today. Volume 18, Issue 7.
 - Hazzard, V. (2017). Prenatal Thai massage: For relaxation and pain relief. Independently Published.

2007 to 2009 | Continuing Education Coordinator & Assistant Manager. GotYourBack. Conshohocken, PA

- Trained new employees in standard operating procedures.
- Assisted owner and marketing manager with sales and marketing projects.
- Researched new products and current trends in the massage and spa markets.
- Increased store revenue and customer engagement in the Educational Series.
- Located subject matter experts and negotiated contracts.
- Managed website for marketing courses.
- Summarized and reported data from surveys to store owners.
- Coordinated onsite and offsite school visits.
- Initiated annual networking event with local yoga and wellness magazine.

Volunteerism

**2021 to Present | Co-Chair, Cultural Programming and Member Engagement
Black Staff Caucus, Harvard Longwood Campus**