

Jennifer P. Meeks

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SKILLS & EXPERIENCE

**Instructional design** skills developed through coursework and field experience in the Master of Education in Instructional Design and Technology program at the University of Cincinnati. Applied learning and instructional theories to the design of both blended and online learning programs. Used the ADDIE model through the full life cycle of course design. Conducted needs analysis, designed learning content, developed multimedia course materials using programs like Adobe Premiere Pro and Captivate, implemented courses using online platforms like Canvas and Articulate Rise, and conducted evaluations using data collection and analysis to generate improvements.

**Remote work experience** acquired over the course of my master's program, including asynchronous, synchronous, screensharing, presenting, collaborating, and file sharing using programs such as Zoom, Teams, WebEx, and GitHub.

**Teaching experience** developed over 17 years as a dive safety officer, First Aid/CPR trainer, and SCUBA instructor. Trained staff and volunteers in First Aid, CPR, and AED use. Trained and certified students in SCUBA diving, including physics, physiology, and decompression tables. Trained volunteer divers how to safely dive aquarium exhibits with potentially dangerous animals, interact with guests, follow safety protocols, perform emergency procedures, and operate equipment. Developed comprehensive and consistent training programs for both the Newport Aquarium and Cincinnati Zoo dive programs.

**Software skills** across both PC and Mac platforms. Skilled in Microsoft Office Suite, including Word, PowerPoint, and Outlook. Experienced applying styles, using templates, and creating and editing documents. Experienced working with Adobe Creative Design Suite, including Photoshop, Premiere Pro, and Captivate. Familiar with Articulate 360 including Storyline, Rise, and Review. Experienced creating wireframes in Figma for educational apps and games, as well as game design using Construct. Quick to learn new software and concepts.

**Writing, editing, and literary analysis skills** developed during achievement of a B.A. in English from the University of Cincinnati. Experienced in educational and instructional writing for manuals, standard operating procedures, scripts, and training materials. Conducted interviews, procured artwork, wrote, and used knowledge of AP and house styles to proofread editorial copy for Reach Publishing. Wrote and edited corporate policy manuals, safety protocols, newsletters, show scripts, and training materials for the Newport Aquarium. Ensured all documents adhered to corporate standards and government specifications for safety. Skilled at conveying information in an accurate, precise, and interesting manner.

**Public Speaking skills** refined over 18 years of delivering educational presentations to audiences of every size and age range at the Cincinnati Zoo and the Newport Aquarium. Spoken to small groups of preschoolers, given lectures to high school students, delivered presentations to theater-size venues and performed on-camera interviews for local news stations. Performed career talks for scout groups at the Newport Aquarium and delivered presentations for Newport schools and the Association of Dive Program Administrators (ADPA) annual symposium. Recorded a podcast episode for *Cincinnati Zoo Tales*.

**Leadership skills** acquired by managing more than 100 volunteer and staff divers for both the Newport Aquarium and Cincinnati Zoo & Botanical Garden. Responsibilities included the interviewing, assessment, orientation and training of new volunteers; maintaining accuracy and confidentiality of volunteer records; maintaining friendly and effective communications with volunteers and departments; serving as a liaison in order to establish and maintain harmony between volunteers and staff; keep volunteers informed and engaged with monthly newsletters; establishing policies and procedures; conducting in-service training and ongoing performance evaluations; planning and implementing volunteer recognition; counseling volunteers to improve performance and reassign or terminate volunteers as needed after consulting with management; developing and updating volunteer recruitment information, handbooks, forms and training materials; and managing volunteer schedules and records using Better Impact. Skilled at motivating, influencing, and educating a wide variety of ages, cultural backgrounds, and personalities.

**Safety Management experience** obtained during 17 years as a dive safety officer. Made significant procedural changes to dive programs to maintain the safety of over 100 volunteer and staff divers. Established emergency procedures and training programs. Facilitated company safety committee, produced safety newsletter, performed equipment inspections, and conducted accident investigations, risk assessments, performance audits, and live-action drills. Completed OSHA 30 General Industry Training and studied independently for the Certified Safety Professional (CSP) examination.

**Management skills** developed over 10 years of producing the Newport Aquarium's Scuba Santa® shows. Established and maintained communication across all departments involved in production, including divers, husbandry, engineering, retail, sales, marketing and operations. Determined the scope of a project and established a time frame and required resources. Responsible for managing related activities and events in addition to the regular six-week show schedule, including rehearsals, media and marketing shoots, private events, and the management of underwater sets, props and costumes. The Newport Aquarium's Scuba Santa® shows have received national acclaim, appearing in *The New York Times* and on *Good Morning America* and *The Today Show*.

## EMPLOYMENT HISTORY

### **Dive Safety Officer**, Cincinnati Zoo & Botanical Garden (February 2016 - present)

Responsible for overseeing all SCUBA diving operations, evaluating divers, managing volunteers, developing training manuals, conducting training and assessments, purchasing and maintaining equipment, and scheduling dives in accordance with the needs of multiple departments. Write training manuals, internal policies/procedures, and serve on the Safety Committee. Certify staff in SCUBA diving. Expand the program to include more aquatic exhibits, giving volunteers more opportunities to dive and saving millions of gallons of water each year.

### **Dive Safety Officer**, Newport Aquarium (September 2004 – February 2016)

Responsible for overseeing all SCUBA diving operations, evaluating divers, managing volunteers, developing training manuals, conducting training and assessments, purchasing and maintaining equipment, and scheduling dives in accordance with the needs of multiple departments. Write training manuals, internal policies/procedures, newsletters, scripts for live presentations and training videos. Tasked by corporate to lead the revision of the dive safety manual, ensuring consistency, compliance with company standards, AZA, and OSHA regulations. Write and direct the company diver emergency training video, serve on the safety committee and keep the staff trained in First Aid/CPR/AED. Collaborate with multiple departments to manage the production of Scuba Santa® shows. Participate in marketing commercial shoots and television spots, including live national coverage. Recognized by corporate for dive safety manual, development of emergency procedures, and overall safety record of the dive program.

### **Editorial Assistant**, ReachUSA (June 2001 – June 2004)

Responsible for proofreading advertising and editorial copy, as well as using Quark and Illustrator to make changes to the magazine layout. Also performed photo preparation in Photoshop, such as color correction and clipping paths. Conducted interviews and wrote editorial copy. Responsible for inventory of publications and managing electronic files across shared network folders.

### **Graphic Artist**, Community Directory Services/Better Business Guide (September 1999 – March 2005)

Created ad layouts for vinyl phone book covers, participating in the full life-cycle of production. Worked with sales staff to ensure accuracy of ad copy and layout. Designed templates and layout using Adobe InDesign. Responsible for ensuring files met project and press specifications.

## EDUCATION

Master of Education in Instructional Design & Technology, University of Cincinnati

Bachelor of Arts in English Literature, University of Cincinnati

PADI Open Water Scuba Instructor

Emergency First Responder Instructor

First Aid/CPR/AED Instructor, American Red Cross

OSHA 30 Hour General Industry Training

## WEBSITES:

<http://jen-meeks.com>

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