

VALERIE BARTLETT

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PROFILE SUMMARY

I am a dedicated, passionate, enthusiastic, and collegial educator with 8+ years of experience. I am also an administrative professional with 13+ years of experience in human resource management, accounting, and marketing. I am a coach, counsellor and mentor who is excited to help students pursue and realize their goals. I am a relationship builder with experience forging connections with key stakeholders including students, administrators, faculty, and the business community ensuring student success and innovative course delivery.

SKILL SUMMARY

- Curriculum design and development
- Communication skills; interpersonal, oral, written and presentation
- Coaching, mentoring, and facilitating
- Team player, collaborator
- Relationship management
- Feedback delivery
- Computer software: Camtasia, Panopto, MS Office, D2L, Blackboard, PollEverywhere

EDUCATION

Accelerated MBA, Queen's University, Stephen J.R. Smith School of Business, Kingston, ON **June 2015**

Honours Bachelor of Commerce, University of Guelph, Guelph, ON **June 2001**

- Dean's Honours List, Fall 1999, Fall 2000 and Winter 2001
- Beth Park Memorial Scholarship, Dr. John E. Kean Scholarship
- Major in Marketing Management

SPECIALIZED TRAINING

EDII Training, Queen's University, 2020 - Present

- Completed 16 EDII courses ranging from Power, Privilege & Bias to Positive Spaces and Universal Design for Learning

Course Design Workshop, Queen's Centre for Teaching and Learning, July 2019

Managing in a Unionized Environment, Queen's University, Industrial Relations Centre

Certificate in Workplace Communications, Queen's University, Human Resources

PROFESSIONAL EXPERIENCE

HR Associate, Business Sherpa Group, Ottawa, ON **Nov 2020 - Present**

- Assess and determine client needs; design, develop and deliver engaging and interactive workshops that positively impact the organizations performance. Topics include Conflict Management, Performance Management and Effective Communication.
- Research client's needs to create a personalized project management process and supporting documentation to reduce stress of employees, improve efficiencies and overall results of client organizations.

Faculty Member **Sept 2014 - Present**

- Ensuring student success through innovative content delivery focused on experiential and problem-based learning, authentic assessment, delivering timely, specific, and actionable feedback, coaching and mentoring, resulting in strong student evaluations.
 - School of Business, **Lambton College**, Sarnia, ON **May 2020 – Present**
 - Smith School of Business, **Queen's University**, Kingston, ON **Sept 2016 – Present**
 - Managing and training Teaching and Administrative Assistants ensuring consistency and quality.
 - **Robertson College**, Calgary, AB **Dec 2014 – Jan 2015**

○ School of Business, **St. Lawrence College**, Kingston, ON **Sept 2014 – Present**

Team Performance Coach, Smith School of Business, Queen's University, Kingston, ON **Jan 2015 - Present**

- Coaching, mentoring, and supporting graduate students and teams to overcome barriers to ongoing team and leadership development resulting in consistent, above average coach evaluation scores.
- Teaching students how to apply a multitude of best practices to support the development of a high performing team.
- Creating high quality, current content, i.e., high performing team workbook, ITP Health Report job aids and scripts, coach evaluation surveys to support all coaches in the coaching program.
- Programs include AMBA, full-time MBA, GDB, MMA, MMAI, and MFin.

Leadership Development Facilitator, McCall MacBain Scholarship at McGill, Montreal, QC **Sept 2021 – Dec 2021**

- Planning, developing, and facilitating an engaging and dynamic Leadership Development Program for 20 graduate students supporting their growth and learning throughout their leadership journeys.

Resources & Communications Officer, Department of Medicine, Queen's University, Kingston, ON **Feb 2007 – May 2013**

- Supported 75 full-time faculty/physicians and managed an annual budget of \$28 Million.
- Acted as the finance and human resource officer for the department.

Alumni Officer, Office of Advancement, Queen's University, Kingston, ON **Mar 2004 – Feb 2007**

Regional Programs Coordinator, Office of Advancement, Queen's University, Kingston, ON **Jul 2003 – Mar 2004**

Program Manager, EMBA, Smith School of Business, Queen's University, Kingston, ON **Jan 2002 – Jul 2003**

Financial Clerk, Smith School of Business, Queen's University, Kingston, ON **Aug 2001 – Jan 2002**

EXTRACURRICULAR EXPERIENCE

Treasurer QUFA, Kingston, ON **Jul 2022 – Present**

- Manage the financial health of the association, by ensuring adequate accounting records are kept, providing timely reports on the financial status, developing and administering the annual budget and implementing a sound investment strategy.

Director, CAUT – Defence Fund, Ottawa, ON **Jul 2022 – Present**

- Ensure the sufficiency of the fund by overseeing and directing the activities and affairs of the organization.

Adjunct Advisory Committee, QUFA, Kingston, ON **Sept 2021 – Present**

- Conduct and compile research, through focus groups and surveys, that outline QUFA Adjunct faculty terms of work and other concerns in preparation for bargaining in 2022.

Judge, I.C.B.C. Case Competition, Smith School of Business, Kingston, ON **2017 – Present**

- Review student case submissions, evaluating according to the rubric provided, offering constructive feedback on areas of improvement as part of the overall case competition.

Finance Committee, Baypark Baptist Church, Kingston, ON **2017 – 2021**

- Overcame the challenges of Covid-19 and variable congregant engagement through effective managing of and advising on the financial matters of the church.

ADDITIONAL INFORMATION

- Member – Society for Teaching and Learning in Higher Education
 - Member – Team-based Learning Collaborative
 - Delegate – Resilient Teams Conference (2019)
 - Delegate – The Teaching Professor Conference (2019)
 - Delegate – Learning Connections Conference, St. Lawrence College (2015-2019)
 - Fundraiser – 10 kms walk/run to raise over \$5000 for Dekpor School Development Organization (2021-present)
 - Treasurer, Queen's University Faculty Association (July 2022–present)
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