

Heather Downing

Learning & Development Professional

League City, TX
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Versatile Learning & Development Professional with 25+ years of experience designing and delivering engaging training programs. Proven expertise in instructional design, curriculum development, and performance assessment with measurable results. Adept at facilitating workshops, mentoring professionals, and leading cross-functional collaboration. Skilled in both in-person and virtual learning environments with experience in educational technology integration. Seeking to leverage teaching background to create impactful corporate training solutions in EdTech, nonprofit, or mission-driven organizations.

Core Competencies

Training & Development

- Instructional Design & Delivery
- Adult Learning Principles
- Workshop Facilitation
- Curriculum Development
- Performance Assessment

Technology

- Learning Management Systems
- Virtual Training Platforms
- Educational Technology Integration
- Data-Driven Training Evaluation
- Blackboard Platform

Leadership

- Mentor Program Development
- Cross-Functional Collaboration
- Project Management
- Stakeholder Communication
- Team Leadership

Additional Skills

- Grant Writing
- Content Development
- Social-Emotional Intelligence
- Engagement Strategies
- Program Evaluation

Professional Experience

Training & Development Specialist / Clear Creek Independent School District

July 2009 - Present | League City, TX

- **Training Program Development:** Designed and facilitated professional development workshops for 50+ district educators, resulting in improved classroom management techniques and increased staff engagement.
- **Instructional Design:** Developed comprehensive curriculum materials and learning progressions for grade-level ELA programs, including parent and teacher guides that enhanced understanding and implementation.
- **Mentorship Program Leadership:** Led mentor program for new educators, creating onboarding processes and training resources that improved retention rates and accelerated time-to-proficiency.
- **Performance Analytics:** Implemented data-driven assessment strategies to track learning outcomes, analyze performance metrics, and create targeted improvement plans.
- **Cross-Functional Collaboration:** Partnered with administrators, staff members, and stakeholders to develop individualized learning plans and align educational strategies with organizational objectives.
- **Technology Integration:** Leveraged educational technology tools to enhance learning experiences in both in-person and virtual environments, increasing engagement and knowledge retention.
- **Content Development:** Created comprehensive training materials, assessment tools, and learning resources aligned with organizational standards and participant needs.
- **Workshop Facilitation:** Led engaging training sessions using diverse instructional methodologies to accommodate different learning styles and maximize knowledge transfer.

Key Projects & Initiatives

Professional Development Workshop

Designed and delivered district-wide classroom management workshop for 50+ educators. Created all training materials, facilitation guides, and evaluation metrics. Received 95% positive feedback from participants.

Curriculum Development Team

Led cross-functional team to develop ELA learning progressions and materials. Created comprehensive parent and teacher guides to communicate standards and expectations clearly.

New Teacher Mentor Program

Served as Lead Mentor for district onboarding program. Developed training curriculum for new educators, provided ongoing coaching, and created resources to support professional development.

Technology Integration Initiative

Implemented educational technology solutions to enhance learning outcomes. Trained staff on leveraging digital tools for instructional delivery and assessment in both in-person and virtual environments.

Committee Leadership

- **District Educational Improvement Committee** (2016-2020) - Collaborated with administrators and teachers to develop and implement district-wide educational strategies and improvement initiatives.
- **Campus Instructional Improvement Committee** - Assessed instructional needs, developed action plans, and monitored implementation of educational programs to enhance learning outcomes.
- **Mentor Teacher Program** (2021-2023) - Led training and support program for new educators, developing onboarding materials and providing ongoing professional development.

Awards & Recognition



"Teacher of the Year" Award - Ross Elementary (2017)



Distinguished Professional Development Facilitator - CCISD (2019)



Master's Degree with Honors - Lamar University (2018)

Education

Master of Educational Leadership

Lamar University - Beaumont, TX - May 2018

Bachelor of Science in Interdisciplinary Studies EC

University of Houston - Clear Lake - TX - May 2005