

HEATHER MENDONSA

P.O. Box 19609, Thorne Bay, AK | H: (801) 472-0708 | hmendonsa@gmail.com

Summary

I am a hard-working, efficient person with a diverse work history in both business and education. As a business owner and entrepreneur I have experience in running businesses from the ground up which includes accounting, payroll, taxes, marketing, customer service, budgeting, and everything in between. I excel at problem solving and time management. As an educator, many skills cross over into the business world. I have run formal meetings as ASC chair using Robert's Rules of Conduct, written and maintained grants, have advanced skills in using any kind of word programs, email, calendars, and Zoom, and I learn new programs on a regular basis. Technology is also a strength. My work history and volunteer efforts show repeated and increasing success in collaborating with state and local educators, businesses, government, and the public.

Accomplishments / Extracurricular Activities

- 2021 - 2022 Concessions Coordinator for Thorne Bay School
- 2020-2021 Southeast Island School District Preschool Coordinator - ensured the preschool grant was implemented properly and assisted in modifications and reporting, as needed.
- 2020-2021 Thorne Bay ASC President - Updated manuals, fundraisers for teams, budgeting, and Covid mitigation plans, and running formal meetings
- Mentor for Girls Who Code Club; Mentor for Spanish Fork Junior Honor Society; LPIC Committee member; Spanish Fork Junior High Community Council Member
- 2020 Presenter for 3rd grade science at Utah State Teachers Association conferences in Ogden and Cedar City
- 2019 "Lead with SEEd" program committee member – Utah State Board of Education
- 2019 Utah State Science Board of Education OER Textbook committee member (specialized in 7th grade)
- 2018 Wrote and was awarded \$2,000 technology grant for classroom supplies
- 2018-2019 Utah State Board of Education Standards Writing Team Member (3rd grade)
- 2017-2018 Utah State Board of Education OER Textbook committee member (specialized in 3rd grade)
- 2015-2016 Head of Curriculum Alignment Lead for math and science programs at Legacy Preparatory Academy
- 2015 Leader in Me Training
- 2014-2015 School Improvement Plan Committee Member for Legacy Preparatory Academy
- 2013-2014 School Improvement Plan Committee member for Bountiful Elementary School
- 2012-2013 Organized and Facilitated a comprehensive after school enrichment program at Bountiful Elementary School

- 2009-2012 CERT (Community Emergency Response Team) Assisted in updating and rewriting the city wide handbook for emergencies. The handbook was a collaborative effort between city government, religious organization, and schools.

- 2008-2010 Unit Commissioner for Boy Scouts of America - Ran and trained the new accountability and online progress programs for all cubmasters - Organized and oversaw several training programs for the boys (up to 200 boys and leaders at our largest camp)

- 2003 Wrote and was awarded \$25,000 computer technology grant for Santaquin Elementary

Education

Bachelor Degree, Elementary Education April, 1995
NCBA Highly Qualified (Level 2)
Brigham Young University - Provo, UT

Masters of Education, Curriculum and Instruction June, 2019
Western Governors University

Experience

- City of Craig** April 2022 - present
- **Human Resources Director** (payroll, auctions, personnel files, benefits, property tax, senior exemption cards, new hires)
 - **City Clerk** (elections, minutes, agendas, posting for public meetings, records management, cemetery records)
- Southeast Island School District** June 2020-June 2022
- High school teacher 9-12; Elementary Teacher grades 2-5**
- District preschool coordinator
 - Chair, ASC
 - Concessions Coordinator
- Nebo School District** July 2016- Present
- Middle School Science Teacher (grades 7-8) / 6th Grade Teacher**
- Pearson Math, Journeys Language Arts
 - Utah State Science Fair mentor
- Legacy Preparatory Academy, Woods Cross, UT** July 2013 – June 2016

Middle School Science teacher

- Aligned state core requirements for smooth transition to changes in 2016
- Science Olympiad mentor
- Trained para-professionals in proper teaching techniques , spelling, math, and language arts
- Trained elementary teachers on new science standards and inquiry teaching methods

5th Grade Teacher

Maintained weekly records for all students, including reports of all students not at mastery

- taught remedial math classes to bring student up to grade level proficiency, as well as Spalding spelling, Saxon Math, and Reading Mastery courses.
- 26 point average in Utah Write / Utah Compose
- Collaborated effectively in grade level PLC to develop grade level common assessments.

Winegars Corporate Offices - North Salt Lake, UT

January 2013-2015

Social Media and Marketing Specialist

- Coordinate upcoming sales events with stores, present marketing ideas, synthesize feedback from managers, and record summary after events for future reference
- Post promotions and sales on social media

Bright Ideas Preschool Owner / Teacher – Spanish Fork, UT

April, 2008 – June, 2012

- 4 classes per year / 48 student academic preschool
- Developed and implemented curriculum for three differentiated academic levels in preschool
- Budgeting and accounting including payroll, taxes, A/P and A/R
- Created and sent formal assessments twice a year with comprehensive progress reports.
- Hired and trained teachers
- Developed comprehensive reading and writing program with 80% Level A-B reading level for students entering kindergarten

Real Estate Agent / Investor with Maheminc – Orem, UT

March, 2007 to Present

- Rookie of the year 2008
- Top 10 Agent of the year 2008
- Flipped several properties through personal marketing company
- Staged homes to receive top sales
- Long and short term rental property management, marketing, and sales

MB Investors

February, 2006 - December, 2016

- Bought / sold commercial and residential properties
- Long-term rental condominium unit
- Researched market trends and recommended potential purchases
- Annual board meetings

Alpine School District Music Specialist / 3rd grade Math Teacher

1996-1997

Cherry Hill Elementary – Orem, UT

- Wrote and directed Hansel and Gretel musical for 4-5 grade students
- Created and implemented 3rd grade self-paced math instruction
- Taught 6th grade students to read music and play the recorder
- Led school choir and performed at local venues

Bee Hive Homes Night Manager and Scheduling

1992-1996

- Scheduling, budget, and menu plan for five elderly care centers and 32 employees
- Trained new employees
- Assisted in hiring process
- Coordinated between patients, family, workers, and medical staff

Volunteer / Community Service

- **2019 Pianist and music coach for Spanish Fork Junior High Drama Club**
- **2016 Technology Steering Committee / Legacy Preparatory Academy**
- **2003-2015 Community Council Member / (Chair 2003)**
- (Legacy Preparatory Academy, Bountiful, Riverview, Cherry Hill, and Santaquin Elementary Schools)
Wrote \$5,000 grant for technology / rewrote safe student routes plan / Assisted with School Improvement Plan / coordinated after school program
- **2012-2014 Cubmaster / Unit Commissioner**
(Conducted monthly pack meetings, organized camps, and trained leaders)
- **2010-2012 Unit Commissioner, Boy Scouts of America,**
- **2013-2015 Girls Camp Director** (Made plans and reservations for food, activities, learning, and transportation for 52 girls)
- **2009-2012 Spanish Fork CERT team**