

# Megan L. Sheldon, M.S., IMH-E

*Highly effective professional with 14+ years of experience providing direct service independently and on teams, with a documented record of high quality ratings from clients. Organized, driven, and flexible leader and team member known to create tools that support high productivity. Knowledgeable and accessible educator and developer of curriculum and trainings for adults in care and educational settings.*

## PROFESSIONAL EXPERIENCE

### **Infant and Toddler Behavior Consultant**, Foundation First

Northern Virginia, Mar. 2019 - July 2022 and Aug. 2023- now

*Coach and trainer of adults on skills in educational and care settings*

- Conducted 100+ hours of training annually in the community, conferences, and daycare centers on social-emotional development topics for 1,000+ participants
- Exceeded or met quota expectations federally funded grant annually
- Consistently supported teachers to increase quality scores by 14% on average over 16 to 24 coaching hours
- Developed SMART-style goals based on data and needs assessments for 40+ teachers annually
- Supported reluctant coachees to self-reflect and increase participation in high quality practices
- Developed tracking tools and provided technical support to teammates across the state and on the leadership team

### **Mentor Teacher (Assistant Director)**, Educare DC

Washington, DC, Aug. 2022- July 2023

*Supervisor and mentor for 14 childcare providers in federally funded care center (Early Head Start)*

- Provided live coaching, curriculum guidance, and reflective supervision to 14 teachers daily
- Coached 4 teachers weekly in leadership skill development and conflict management
- Supported team in maintaining high quality standards consistently through a hands-on, warm leadership approach
- Used data to give feedback to teachers on a monthly basis and track professional development goals
- Coached 20% of my team in finding promotions
- Collaborated daily with cross-disciplinary team to ensure comprehensive services were provided to high needs students
- Ensured all performance standards were met across 6 different funder or stakeholder requirements
- Lead efforts with the Human Resources department to recruit, hire, and train 5 teachers

## CONTACT INFORMATION

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## AREAS OF EXPERTISE

- Administrator of grant funded programs/ non-profits
- Adult curriculum creation
- Coaching individuals and teams
- Early childhood development and behavioral health
- Effective motivator of teams and individuals
- Formal assessment of individuals and teams
- Highly effective communication and interpersonal skills
- Interdisciplinary teams and systems
- Leadership and supervisory skills
- Professional development provision
- Report writing
- Service plan and goal development
- Therapy provision

## CAREER HIGHLIGHTS

- Top 2 in productivity on a state-wide consultant team
- Independently developed effective marketing strategies as a state-wide consultant to bring in over 200 clients
- Supported multiple families in transitioning to stability after crisis
- Supported childcare program in achieving top accreditation
- Developed high quality, frequently utilized training presentations for state-wide audiences
- Created effective digital marketing materials

- Completed comprehensive in person annual reviews to employees, including those who needed support to improve low performance issues

**Child Development Specialist (Early Intervention provider),**

Montgomery County Infant and Toddler Program

Silver Spring, MD, Mar. 2017- Mar. 2019

*Provided in-home mental health therapy services for children under age 4 and their families alongside an interdisciplinary team*

- Accurately evaluated over 50 new clients using standardized testing
- Developed effective and measurable service plan goals using specialized interviewing techniques
- Developed comprehensive written reports alongside a team of interdisciplinary experts, including recommendations for future services and goals for clients
- Connected over 100 families with community resources regarding child education, government assistance, and financial resources

**Infant Mental Health Clinician,** Arizona's Children Association

Surprise, AZ, Aug. 2015-Feb. 2017

*Provided parent-child therapy services to caretakers of children under 6 years old*

- Effectively supported all clients in achieving their therapy goals in less than 6-9 months
- Marketed for, organized and taught parenting classes
- Created assessment reports for court hearings for children based on formal assessment tools and clinical analysis

**Case Manager,** Arizona's Children Association

Surprise, AZ, May 2014- Aug. 2015

*Managed caseload of 75+ children/adolescents and their families in accessing behavioral health services*

**Business Office Manager,** Rural Sociological Society

Provo, UT, Sept. 2009- Aug. 2012

*Managed 2 assistants as well as daily operations of an academic non-profit society's business office*

- Hired, trained, and supervised 5 new employees as my financial and web assistants
- Ran four international academic conferences of 300-400 attendees with remote and in-person teams

**Teaching Assistant,** Utah State University

Logan, UT, Aug. 2012- Aug. 2014

*Taught classes live and online based, created lesson plans independently*

## EDUCATION

**Master of Science,** 2015

Family and Human Development  
Utah State University

**Bachelor of Science,** 2012

Psychology  
Brigham Young University

## SELF- EMPLOYMENT and VOLUNTEER POSITIONS

- Leader of monthly mental health support group
- Teacher of sewing classes for children and refugees
- Leader and teacher of large women's religious congregation
- Empathetic Listening provider (a type of life coaching)
- Weekly volunteer for patrons of evening worship services
- Seamstress and alterations
- Solo soprano vocalist and guitarist

## CERTIFICATIONS

- Observer in CLASS tool, Teachstone, 2022
- Infant Mental Health Endorsement (IMH-E II), VAIMH, 2020
- Certified trainer of ASQ and ASQ-SE tools, Brookes, 2019
- Trainer of CSEFEL modules, Pyramid Model Consortium, 2019
- Certified instructor of "The Circle of Security" parenting curriculum, 2018
- Certified Infant Massage Instructor (CIMI ®), Loving Touch, Inc., 2017
- Official trainer of The National Child Traumatic Stress Network's curriculum, "Parenting the Traumatized Child", 2016