

CURRICULM VITAE

Mona Leigh Bernhardt

9730 Old Timber Lane

Spring, TX 77379

Phone: (832) 458-9497

Email: monaleighbernhardt@gmail.com

EDUCATION

1990 M.S. Communication, Purdue University

1988 B.A. CommWestunication, Virginia Polytechnic Institute & State University (Virginia Tech)

PROFESSIONAL APPOINTMENTS

2020 – Pres. Adjunct Professor, Speech, Lamar Institute of Technology - Online

2018 – Pres. Adjunct Professor, Speech, San Jacinto College – North Campus

- On-Campus & Online North
- Dual Credit @ Galena Park High School
- Fall Semester 2019 FT Adjunct

2017 – Pres. Adjunct Professor, Speech, Lone Star College – University Park

1988 – 1990 GTA Instructor, Communication, Purdue University

PROFESSIONAL EDUCATIONAL AWARDS

2019 NISOD Adjunct Faculty Excellence Award, Lone Star College -System-wide Award

INSTITUTIONAL SERVICE

Spring 2020 Volunteer: Leo's Food Pantry

Fall 2019 Program Developer: Addressing Student Needs Inside & Outside the Classroom
2019 Faculty Resource Website

2018 – Pres. Faculty Professional Development Committee

Fall 2018 Story Brand Advisory Committee for President

2018 – Pres. Adjunct Faculty Liaison, Division of Behavioral & Social Sciences

2019 – 2019 Adjunct Faculty Liaison, Division of Arts & Sciences

2019 - Pres. Shining Stars Award Committee (Student Award Dinner)

2018 - 2019. Student Club Advisor in Reserve

Spring 2019 Presenter: Do They Get It? Using Socrative for Formative Assessment

TEACHING EXPERIENCE

Introduction to Human Communication, Formats Taught: Face to Face & Hybrid (6-week, 8-week, 16-week)

Public Speaking, Formats Taught: Face to Face, Dual Credit @ Galena Park, Hybrid, & Online (4-week, 6-week, 8-week, 16-week)

Business & Professional Communication, Formats Taught: Face to Face (16-week)

Small Group Communication, Formats Taught: Face to Face (16-week)

Interpersonal Communication, Formats Taught: Face to Face & Online (6-week, 8-week, 16-week)

CERTIFICATIONS

ACAdemic Online Course Development Certification, San Jacinto College

Advanced Online Teaching Certification, Lone Star College

Adjunct Certification Program (ACP), Lone Star College

KEY TECHNOLOGY SKILLS

Microsoft Office Suite: Word, PowerPoint, Access, Publisher, Visio, and Excel

LMS systems: Brightspace D2L, Blackboard, Kaltura

Open Broadcast Video Software

Adobe Acrobat, Photoshop, and Premiere (beginner), Adobe Spark

Classroom Apps: Remind, Socrative, Factile, EDPuzzle, Padlet, SoftChalk, YouTube

PEDAGOGICAL PROFESSIONAL DEVELOPMENT

Spring 2020 Faculty Book Club: Fear in the College Classroom

Spring 2020 Faculty Development Day, Lone Star College

Fall 2019 Adjunct Development Seminar, San Jacinto College

Fall 2019 Faculty Development Day, Lone Star College

Spring 2019 Safe Zone Ally Training, Lone Star College

Spring 2019 Faculty Development Day, Lone Star College

Spring 2019 Faculty Book Club, Discussion in the College Classroom, Lone Star College

Fall 2018 Seminar: Effective Questioning, Lone Star College

Fall 2018 Seminar: Classroom Management, Lone Star College

Spring 2018 Lone Star College, Adjunct Certification Program, Lone Star College

Spring 2018 Faculty Book Club. Teaching Men of Color in the Community College Classroom, Lone Star College

Spring 2018 Faculty Development Day, Lone Star College

Fall 2017 Faculty Book Club, Ensuring the Success of Latino Males in Higher Education, Lone Star College

Fall 2017 Seminar: Active Learning in the Classroom, Lone Star College

Fall 2017 Seminar: Building Your Class from Ending to Beginning, Lone Star College

Fall 2017 Seminar: Untethered & Unbothered: Professors Going Wireless & Paperless, Lone Star College

Fall 2017 Seminar: Improving D2L with Soft Chalk – Fall 2017, Lone Star College

Fall 2017 TILT Lab: Teach with Innovative Technologies – Fall 2017, Lone Star College

BUSINESS WORK EXPERIENCE

2006 - 2018 Massage Envy Franchisee, Gleannloch Farms

2000 – 2010 Newfield Exploration Company VP-HR/HR Manager

1997 – 2000 ExxonMobil Corporation, Consultant, Employee Compensation, ERISA Benefits Plans & Benefit Communication

1990 – 1997 ExxonMobil Corporation, Houston, Dallas & New Orleans

Labor Relations Manager

Compensation Analyst

Recruiting Coordinator

HR Generalist

AREAS OF SPECIALIZATION

Business & Professional Communication, Intercultural Communication; Organizational Communication, Team Building, Leadership Development, Interviewing, Professional Presentations, Organizational Development, Adaptation Across Cultures, Business Management, Entrepreneurial Ownership, Interpersonal Relationship Building, Adult Training & Development,

Career Development, Executive Compensation, Recruiting, Customer Service, Retail Sales Communication, Strategic Negotiation & Bargaining, ERISA Benefit Plans, HR Compliance

INTERNATIONAL BUSINESS OPERATIONS EXPERIENCE

Beijing, China; Shanghai, China; Perth, Australia; London, United Kingdom; Kuala Lumpur, Malaysia; Caracas, Venezuela; Buenos Aires, Argentina

SIGNIFICANT CORPORATE PROFESSIONAL DEVELOPMENT

- Center for Creative Leadership, Leadership at the Peak & Leadership Development Programs
- Stanford, Managing Teams for Innovation & Success
- Harvard, HR Executive Development Program
- Stanford, Finance & Accounting for the Non-financial Manager
- University of Chicago Booth, Leading Organizational Change
- INSEAD, Learning Across Cultures and Borders

SIGNIFICANT DIVERISTY LEADERSHIP INITIATIVES

- Created and developed the Focused Development Program for Women & Minorities with the mission of creating equality of opportunity for women & minorities.
- Designed & Implemented Corporate-wide Cultural Awareness programs designed to respect the value, beliefs and attitudes of countries in which Newfield operated.
- Worked with Urban League of New Orleans to develop INROADS high-school work program for students with STEM educational interest
- Work with Tulane University to develop workplace productivity program to recognize mental health issues in the workplace

WORKFORCE DEVELOPMENT

- Created and developed Junior Military Veteran Hiring Program designed to transition junior military officers from active service to leadership engineering roles in oil and gas industry.
- Spearheaded effort to improve massage therapist pipeline by working on committees to create massage therapy programs at Lone Star College and San Jacinto College.
- Worked with the University of Houston and the University of Tulsa to develop in-house training program to develop high-potential administrative staff into engineering and geological technical support.
- Worked with Rice University to develop in-house executive development program for high potential leadership candidates.
- Worked with MD Anderson cancer center to develop oncology massage program; later adopted by Massage Envy company-wide
- Worked with Texas A&M, University of Texas, Colorado School of Mines, Tulsa University, Penn State, and Rice University to develop intern and full-time hiring programs.

CHARITABLE COMMUNITY OUTREACH

- Founding Executive Director for the Newfield Foundation – responsible for charitable giving campaign and community outreach activities such as Habitat for Humanity home builds and local food pantries.
- Provided meals and massage therapy services for first responders at Harris County Sheriff's office Substation- Precinct 4 and Harris County 911 Command Center during Hurricane Harvey relief efforts.

- Provided meals and massage therapy services for first responders at Harris County Sheriff's office Substation- Precinct 4 and Harris County Constable office during Hurricane Ike relief efforts.
- Supported Klein ISD Employee Wellness Program through direct sponsorship of \$40,000 and providing massage therapy staff for Teacher Appreciation Week for ten years.
- Multiple sponsorship of Klein area youth extracurricular programs both time and monetary support.
- Served on the Board of Goodwill Industries of Southern Louisiana; established mail room hiring program

PROFESSIONAL AFFILIATIONS

Society of Human Resources

International Franchise Association

Tomball Chamber of Commerce

Northwest Chamber of Commerce

Woodlands Chamber of Commerce

Business Networking International, Tomball & Woodlands, 2010 -2013

AWARDS & HONORS

Newfield Exploration, Bolt Cutter Award

Newfield Exploration, Founder's Dinner Keynote Employee

Arthritis Foundation, Top Fundraiser of the Year

Massage Envy, Top 1% Revenue Award Winner; 2012 - 2017

Massage Envy, National Esthetician of the Year Winner; 2015 & 2017

Massage Envy, National Therapist of the Year Winner; 2008, 2010, 2011, 2013, 2015

Massage Envy, Highest Retail Sales: 2010-2016

Massage Envy, Highest Customer Service; 2010-2013, 2015

Massage Envy, Nominated Small Business of the Year- Northwest Chamber 2010-2013

PERSONAL INTERNATIONAL TRAVEL

Austria: Vienna; Australia: Sydney; Bahamas: Abacos; Belize: Belize City & Ambergris Caye; Bonaire: Kralendijk & Rincon; Canada: Quebec, Montreal & Vancouver; Costa Rica: Monteverde, Hermosa, San Jose, & Liberia; Dominican Republic: Punta Cana; France: Paris & Nice; Germany: Berlin, Munich, & Heidelberg; Honduras: Roatan; Italy: Florence, Rome & Naples; Japan: Hong Kong; Luxemburg: Luxemburg, City; Mexico: Acapulco, Cancun, Cozumel, Merida, Mexico City, & Playa Del Carmen; Netherlands: Amsterdam; Puerto Rico: San Juan; Switzerland: Zurich & Bern; Spain: Madrid & Barcelona; Virgin Islands: St. John, British Virgin Islands, St. Thomas