

MEL S. DEVIVAR

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LEARNING & DEVELOPMENT | DIVERSITY & INCLUSION | PROJECT MANAGEMENT

Highly motivated educator and talent development professional with a passion for designing and delivering engaging training that optimizes individual, team and organizational performance for diverse global audiences. 9+ years of progressive experience designing curriculum and facilitating meaningful instructor-led, blended, and virtual content. Skilled in the following: Workday (as a user), Adobe Creative Suite (Photoshop, Illustrator, Lightroom), MS Office (PowerPoint and Excel), Learning Management System (Canva), Google Suite, Keynote

CAREER HIGHLIGHTS

ASSISTANT DIRECTOR, Training and Leadership Development Student Housing and Residential Education 2017 - Present
University of San Francisco (USF) | San Francisco, California

Lead talent acquisition and learning and development strategies for change management and core skills training.

- Own and drive department's performance management process and succession planning to develop future educators
- Own strategic planning and operational management for the organization's diversity & inclusion, retention, performance management and training initiatives for a team of 200+
- Onboard, supervise, train, evaluate and directly manage a team of seven full-time educators and 78 adult learners

ASSISTANT DIRECTOR, First-Year Experience Office for Residential Education 2015 - 2016
University of Southern California | Los Angeles, California

Led a team of five interdisciplinary faculty and organizational partners in designing, launching and implementing new transition and leadership development programs for 2,000+ customers.

- Developed and facilitated professional trainings and presentations for a team of 25+ managers that covered the following topics: leadership development, manager performance, culture of feedback, employee engagement, and crucial conversations
- Supervised, trained, selected, evaluated and directly supported a team of three full-time managers and 150 part-time employees

COMMUNITY DIRECTOR, Student Housing Office 2013-2015
Loyola Marymount University | Los Angeles, California

Received departmental Diversity and Inclusion Staff Member of the Year (2015) and received national recognition for Intercultural and Leadership Training Program (2014)

- Developed, implemented, and scaled leadership development and training programs for 4,000+ adult learners
- Led the design and implementation of training and development by identifying organizational needs, establishing priorities, and fostering a high performing and inclusive culture

TEACHING EXPERIENCE

Administered curriculum design, content development, instruction, and evaluation of courses delivered via in person.

INSTRUCTOR , School of Management	University of San Francisco San Francisco, California	2017 - Present
INSTRUCTOR , Department of Theological Studies	Loyola Marymount University Los Angeles, California	2014
INSTRUCTOR , Department of Psychology	California Polytechnic State University San Luis Obispo, California	2011

EDUCATION

MASTER OF EDUCATION, Leadership Studies
Seattle University | Seattle, Washington

BACHELORS OF ARTS, Design Studies, Advertising and Social Sciences, *Cum Laude*

