

JENNIFER BUNDY

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AREAS OF EXPERTISE

- Strategic Planning
- Budget Management
- Technology Integration
- Program Evaluation
- Staff Management
- Informal Science Education
- Curriculum Development
- Operations Management
- Visitor Experience Design
- Community Partnerships
- Hands-On Programming
- NGSS & CCSS Alignment

PROFESSIONAL EXPERIENCE

ADLER PLANETARIUM, Chicago, IL **2012 – Present**

Master Educator, Science & Technology Youth Engagement (2013 – Present)

- Leads strategic planning for out-of-school time programs focused on middle and high school youth, including budget management, STEM mentor training and involvement, and experience design.
- Establishes partnerships with Chicago-based organizations to design and implement citywide and Hive-funded initiatives.
- Develops innovative programming for 6th – 12th graders that utilizes game-based learning and digital badging to engage students in engineering and design experiences.
- Coaches and mentors junior staff on facilitation techniques, standards alignment, and educational content.

Key Accomplishments:

- Driving curriculum development for web development workshops for 16 high schools students in a collaboration with external partners as part of the Youth Civic Innovation & Hacking Initiative.
- Leading an expansion of civic engagement through hacking for middle school students by guiding junior staff in the execution of partnerships, logistics, and budget for the Random Hacks of Kindness Junior Event.

Senior Educator, STEM School Partnerships (2012 – 2013)

- Oversaw partnerships with Chicago-area schools, including the design and implementation of STEM-focused afterschool programs and professional development workshops.
- Integrated user-centered design methods into curriculum and teaching techniques.

Key Accomplishments:

- Improved teacher engagement by assessing communication techniques and redesigning the Educator E-newsletter, resulting in an increase of consistent open rates by 20%.
- Initiated a teacher advisor volunteer position, reaching 15 volunteers within the first year.

CALIFORNIA SCIENCE CENTER, EDUCATION DEPARTMENT, Los Angeles, CA **2006 – 2011**

Public Programs Coordinator

- Managed the strategic vision of fee-based and public programs with annual budgets totaling over \$200,000 and up to 15 direct reports.
- Developed, implemented, and evaluated hands-on programming for exhibit galleries and lab-based school field trips that connected to California State Science Standards.
- Supervised, hired, trained, and coached teams of Educator staff, volunteers, and interns, creating a model for public programming facilitation based on the Lawrence Hall of Science Reflecting on Practice process.
- Collaborated on data analysis and grant proposals to secure funding for education scholarships.

Key Accomplishments:

- Expanded program reach by over 20,000 participants annually by redesigning programs and maximizing the ability to scale operations, resulting in a self-sustaining model for revenue programs.
- Increased scheduling consistency and overall attendance to large-scale demonstration shows, averaging 6 days per day with an attendance of 200 guests for dive shows and 75 guests for theater shows.
- Successfully led public-facing initiatives, including the California State Science Fair, Princess Cruises' science programming, IMAX film premieres, Science Festival participation, and international partnerships.

PROFESSIONAL EXPERIENCE, CONTINUED

VALLEY HIGH SCHOOL, Van Nuys, CA

2005 – 2006

Teacher Assistant

- Developed and delivered science and math lessons for students in an urban, non-public school environment.
- Assessed student learning and communicated with parents and guardians regarding progress.
- Collaborated with administration to evaluate student performance and develop appropriate action plans.

CALIFORNIA SCIENCE CENTER, Los Angeles, California

2004 – 2005

Guest Services Area Lead

- Supervised guest services gallery staff in the IMAX theater, Box Office, and exhibit galleries.
- Provided high quality customer service to a diverse visitor audience of over one million annual guests.
- Developed and monitored daily schedules that complied with science center policies and regulations.
- Managed cash transactions for membership, shows, and attractions.

Key Accomplishments:

- Recognized for high quality work and commitment to customer service with promotions to IMAX and Box Office lead.
- Collaborated with management team to improve overall guest experiences by reporting on exhibits in need of repair and individualizing the guest experience.
- Designed and implemented a walking tour for the SKETCH Foundation Air & Space Gallery exhibits.

ADDITIONAL EXPERIENCE INCLUDES:

- **Science Consultant** for Amazon Studios, 2012 – 2013
- **Evaluation Intern** for Stanford University Graduate School of Education (GSE), 2012 – 2013
- **Curriculum Intern** for Imagineerz Learning, 2012
- **Transformative Learning Technologies Lab Intern** for Stanford University GSE, 2011

EDUCATION

Master of Arts, Education – Learning, Design, & Technology, 2012

Stanford University Graduate School of Education, Stanford, CA

Bachelor of Music, Education, 2004

Syracuse University College of Visual & Performing Arts, Syracuse, NY

PUBLICATIONS

Ardoin, N.M., DiGiano, M., Bundy, J., Chang, S., Holthuis, N., O'Connor, K. (2014). Using Digital Photography and Journaling to Evaluate Field-Based Environmental Education Programs. *Studies in Educational Evaluation*.

TECHNICAL EXPERTISE

Database Management & Ticketing: Raiser's Edge, OmniTicket Network, Filemaker Pro, Paciolan

Design programs: Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Keynote, iMovie

Fabrication Equipment: 3D printers, Laser Cutters, Vinyl Press, Soldering

Marketing: Vertical Response, MailChimp

Survey and Analysis: SurveyMonkey, Qualtrics, Google Analytics

Web Development: HTML & CSS