

Nancy Heleno

On the ensuing pages you will find details about my professional background, allowing you a glimpse into the professional life of the expert who will help you write the most important composition to date.

I have had the great fortune to have excelled in several professional genres, each enriching my abilities as a listener, researcher, technical writer, compelling writer, editor, and teacher.

School Founder

- Mountain Middle School Durango, Colorado, USA
Within a safe and supportive culture, Mountain Middle School integrates technology and project-based learning into a rigorous curriculum that prepares students to achieve their highest academic and social potential.

Founding Board of Directors President, Lead Charter Author, Lead Grant Author, Community Academic Lecturer/Recruiter, Head of School Hiring Committee Chair, Teacher Hiring Committee, Curriculum Director, and Facilities Chair.

As the Founding Board president, I:

- ↔ Led team of 13 to achieve these honors:
first in the state to receive unanimous charter school board approval,
first in the state to achieve student lottery status in year one,
first state recipient of additional start-up grant funds without request,
and first in the country to receive endorsement of the The Association for Middle Level Education based solely on the charter.
- ↔ Organized eight editors as the lead charter author after conducting an in-depth analysis of teaching methodologies. Collaborated with experts to thoughtfully combine three researched-based, world-renowned academic archetypes to build a curriculum and school protocols that best suited the community and met parent and stakeholder expectations. This plan incorporated specific execution of the top three requests from community parents: student-teacher interaction, school culture, and academic excellence.
- ↔ Co-interviewed, with Head of School, teacher applicants in dynamic, interactive application process.
- ↔ Recruited distinguished community members including leaders in their fields of technology, education, management, social work, real estate, and volunteerism, to serve as the Founding Board of Directors and Advisors.

- ↔ Collaborated with experts to write every facilities document for Colorado State and City of Durango approval according to strict State and Federal structural and fire mandates.
- ↔ Received Colorado state accolades for a well-researched, thoughtful, and deliberate 578 paged charter, the roadmap for the inaugural Head of School and teaching staff.
- ↔ Wrote and delivered PowerPoint presentation to community leaders and parents for purposes of funding and recruitment. Raised half a million dollars for facility remodel.
- ↔ Followed strict Colorado State Standards to develop content, teacher and student subject rubrics, and quantifiable measures for grades 6, 7, and 8.
- ↔ Designed a bullying program based on original research in clinical shame and guilt integrating a protocol of compassion and rehabilitation for the bully.
- ↔ Spearheaded committee intended to obtain first rural Gates Foundation District Charter Compact grant, bringing together once strained relations between local charter schools, district schools, and private schools.

➤ Animas High School Durango, Colorado
 Animas High School prepares all students for college and post-secondary success by creating critical thinkers and engaged citizens through an innovative, student-centered, technology-based, project-based curriculum.

Founding Board of Directors, Head of School Hiring Committee Traits Developer, and Facilities Chair. Wrote a weighted-average trait scale to evaluate Head of School applicants to ensure compliance with Colorado State Standards, alignment with school culture of support, and ability to hire teachers who could excel in a project-based structure. Authored every proposal and document submitted to the State of Colorado and City of Durango for building compliance during the construction and remodeling processes.

➤ The Liberty School Durango, Colorado
 The Liberty School provides individualized, dynamic education for twice-exceptional students identified as dyslexic and academically gifted.

Founding Board of Directors and Community Academic Lecturer/Recruiter. Wrote and delivered PowerPoint presented to community leaders and parents on the neurology of clinically gifted and dyslexic intelligence and emotions for funding and recruitment.

➤ Homeschool Director Durango, Colorado
 My son benefitted from a combination of brick-and-mortar education and homeschooling, incorporating Coursera at age 12. As his homeschool director and teacher I guided his education; he graduated high school at age 14.

Collegiate Instructor

I excelled as an undergraduate in part due to a professor serving as faculty advisor to the American Marketing Association's collegiate chapter at my alma mater. I worked my way to president of this school group during which I represented the university in a competition to host a regional conference. After organizing and hosting the event, said professor recommended me for a summer position with AT&T; within two weeks I was a manger of 44 telephone interviewers. Upon communicating that I was indebted in a way unrepayable, my professor remarked: "If you are sincere about repaying the kindness and confidence shown to you, teach. Whenever you have time, and in every form, teach." So I have, teaching one college class from time-to-time during my busy work schedule, taking that counsel further by following his example as a faculty advisor.

- Adjunct College Instructor
 - ↔ American University, The College of New Jersey, Fairleigh Dickinson University, and Rider University.
 - ↔ Undergraduate classes: Introduction to Marketing, Principles of Marketing, Consumer Behavior, Promotion Management, Marketing Problems, and Senior Seminar. Graduate class: The Marketing Process.
 - ↔ Faculty Advisor for the American Marketing Association collegiate chapter. Organized real-world internships for students in the Washington, D.C. area.
 - ↔ Consistently ranked "top instructor"; frequent student remarks reference rigor yielding the benefit of most relevant knowledge.

English as a Second Language

- VIP KID

Serving as a teacher of English as a second language to Chinese students in Beijing allowed me to stay involved in my passion for education while preserving my grammatical acuity.

I am proud to have been a top, 5-star teacher. That success is attributed to my detailed parent feedback, patience, humor when appropriate, the ability to meet each student's personality, attention to grammatical details and sentence structure, and relevant props.

Precise knowledge of verbs in the third person singular; irregular verbs; adverbs of frequency; articles; present, past, future, and present continuous tense; simple, complex, and compound sentences; adjective and adverb clauses; and parallel structure.

Psychology Researcher & Author

My comprehensive research experience is unrivaled in assisting students choose their best colleges.

- Evaluator of Research Children's Rights Council
Conducted secondary research and wrote documents to support the liaison between the CRC and members of Congress for the purpose of creating laws to benefit children and appropriate parental access after divorce. Wrote speech for the 11th National CRC Conference on the effects of clinical shame and guilt on divorced parents, and the repercussions on their children. Panel discussion member addressing strategies to mitigate those effects.

- Author, *Father Absence: Shame and the Noncustodial Father*.
104th American Psychological Association annual conference poster presentation. In a review of published case study reports, the feelings and behaviors of noncustodial fathers were examined. Accounts from absent and active noncustodial fathers were compared. In particular, differences in cognitive, affective, and motivational features associated with clinical shame and guilt were noted. The comparison indicated a link between shame and absent noncustodial fathers, suggesting that a reaction of shame to divorce may be a critical factor in father absence. Specifically, feelings associated with shame may lead many noncustodial fathers to sever relations with their children, while guilt facilitates interpersonal contact.

- Author, *The Reduction of Shame in the Noncustodial Absent Father*.
105th American Psychological Association annual conference poster presentation. In a review of published case study reports indicating a link between clinical shame and absent noncustodial fathers, a reaction of shame to divorce and loss of custody were correlated in father absence. Established therapeutic techniques in shame reduction applied specifically to the unique cognitive, affective and motivational features involved in father absence. This protocol seeks to lessen the incidence of shame in absent fathers, creating the possibility of reuniting absent divorced fathers with their children.

- Co-author, *Shame-Proneness, Guilt-Proneness, and Interpersonal Problem Solving: A Social Cognitive Analysis*.
Journal of Social and Clinical Psychology Vol. 22, No. 1, 2003, pp 1 - 12
Worked with lead study designer to organize a study of 233 undergraduate students to study clinical shame and guilt in interpersonal relationships. Analyzed results and co-authored journal article describing shame proneness as negatively correlated with the quality of self-generated solutions to common interpersonal problems, self-efficacy for implementing these solutions, and with the expected effectiveness of those solutions. Guilt-proneness was positively correlated with quality of solutions, self-efficacy for implementing the solutions, the expected effectiveness of the solutions, and with the desire to solve the interpersonal conflict. George Mason University Human Emotions Learning Laboratory.

- Writer, video script Virginia State Bar Association
Developed video script on the effects of divorce on children to be used in the state of Virginia for mandated parenting classes. Worked with the President of the Fairfax County Family Law Section of the Virginia State Bar Association and contracted psychologist to write vignettes of inappropriate and appropriate parental liaisons with children post-divorce, highlighting clinical shame and guilt.

- Writer Northern Virginia Family Service
Designed strategic plan to expand the class size of the *Children Cope With Parental Separation and Divorce* class for divorcing parents in Fairfax County. Redesigned the course outline and wrote new content, incorporating authored original theory on the correlation between noncustodial absent fathers and shame, and noncustodial active fathers and guilt.

- Team-writer and team-researcher:
Are Shame and Guilt Related to Distinct Self-Discrepancies?
Worked on the team study of 229 undergraduates examining whether specific self-discrepancies are differentially related to shame proneness and guilt proneness. Contrary to E. T. Higgins (1987), but in line with the lead- authors' expectations, the tendency to experience shame, but not guilt, was positively related to all types of self-discrepancies. Contributed to the study design, data collection methods and written analysis. George Mason University Human Emotions Learning Laboratory.

- Judicial reporting as a Neutral Monitor and Visitation Supervisor
Circuit Court of Fairfax County
Provided written factual accounting and recommendations to the court in cases of accused parental abuse and custody cases after supervising parental interaction with children, documenting interpersonal relationships in real-time. Worked with parents engaged in custody arrangement proceedings advising on parenting techniques, co-parenting methods, and stress-reduction approaches. Led discussions with minor children, siblings, other members of households, teachers and counselors in determining effective courses of action.

- Author, *MindExpanse Baby: Discovering Colors*
Authored a handbook for expectant parents and daycare/pre-school instructors on early childhood cognitive development focusing on the importance of layered language acquisition in the neurological development of intelligence and emotions.
Recipient of the *Dr. Toy 100 Best Children's Products* award.

Delivered on-radio interviews and presented as class college guest lecturer.
Wrote the PowerPoint presentation and handouts for teacher in-services and lectures on childhood cognitive development to audiences including teachers in public schools, private preschools, the Head Start program, day-care centers, parent groups including non-profit family centers, libraries, church groups, the United Way, and homeschooling assemblages.

➤ Writer, Researcher
Psychology Department: Human Emotions Learning Laboratory

George Mason University

- ↔ Human Subjects Malediction Study funded by NIMH designed to measure the effect of negative feedback on mood and sociability: team-writer “IQ Feedback Role” and verbal administer of neutral or negative feedback to randomly selected human subjects; team-writer “Confederate Role” and verbal administrator of predetermined feedback during a group problem solving task with each human subject; team-writer “Debriefing Script” and verbal administrator of script to assuage human subjects of guilt, shame, and/or embarrassment caused by specific techniques designed to elicit these feelings and/or their general participation in the study. While debriefing human subjects on the true nature of the study, determined a reasonable state of mental health before respondent departure, wrote assessment of reaction and mental health.
- ↔ Propositional Analysis Coding and written data analysis for separate units of meaning in subject descriptions of unique and common textual information.
- ↔ Couples Coding and written data analysis for empathy in verbal narratives of college couples using Likert Scale with specifically developed anchors.
- ↔ Couples Individual Problem Solving Coding and written data analysis for ability to solve problems while maintaining interpersonal relationships. Assisted in development of anchors for Likert Scale in pencil-and-paper measure of individual, interpersonal problem solving.

Corporate Research & Writing

Over a varied and exciting corporate consulting career I have researched diverse consumer populations for the purposes of launching a new product/division/business. My analyses have resulted in authoring questionnaires minimizing interviewer and respondent bias, and leading and non-measurable questions. I have employed the Stages of Listening to ensure accurate comprehension of individual replies, leading to useful response patterns.

I have been assessing the needs of my clients and tailoring presentations for over 30 years. Many required conjoining company/brand objectives with specific, relevant sponsorship opportunities. Each necessitated sophisticated listening, clarification, and presentation proficiency.

Clients and employers include: Procter & Gamble (crest, metamucil, peridex, and pampers); Gauer Sports; AT&T TRAC Research Center; The Walt Disney Company; Coors Brewing Company; NFL Super Bowl XXV for TNT Sports; Pepsi; *Billboard* Magazine; Taco Bell; The Philadelphia Spectrum II for Bell Atlantic; Astronaut Hall of Fame; Chrysler-Plymouth; Bubble Yum; Stridex; US Open Tennis for AIG; Major League Baseball...

...and high schoolers writing college essays and searching for the best college fit.

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The Arts

Writing, performing, and advising fictional works nourishes my creativity, important in college essays.

- Hollywood Feature Films and shorts
 - ↪ LOS ANGELES-TEHRAN, Featured role, Director: Tina Pakravan, Ensemble Entertainment
 - ↪ COME INSIDE, Lead role, Supervising Director: Matia Karrell, Director: Erik Hirschorn
 - ↪ THE WILDERNESS PROJECT, Lead role, Director: David Marquez Hernandez
 - ↪ LEADING ACTION, Supporting role, Director: Themelina Davila
 - ↪ FULL CIRCLE, Supporting role, Director: Ihuoma Okereke
 - ↪ Personal acting advisor to Disney star Pearce Joza, including video tape audition submissions
 - ↪ DISTANCE, Voice-Over, Supporting role, Director: Michael Neely

- Commercials
 - ↪ LinkedIn, Background, Producers: Nonfiction Unlimited

- Musical and Dramatic Theatre:
 - ↪ A CHRISTMAS STORY, Mrs. Parker, Producer: Durango Lively Arts
 - ↪ 10 MINUTE PLAY FESTIVAL: FACETIME, Angela, Producer: Durango Arts Center
 - ↪ THE HAUNTING OF HILL HOUSE, Mrs. Dudley, Producer: Durango Lively Arts
 - ↪ A GOOD PRINCE IS HARD TO FIND, Author, Durango Snowdown Children's Follies
 - ↪ THE UN-GEEK EXPERIMENT, Author, Durango Children's Snowdown Follies