

BOBBI SHERIDAN

PROGRAM COORDINATION • PARTICIPANT SUPPORT • CLEAR COMMUNICATION

Creative educator and workshop leader with more than 20 years of experience guiding participants through structured learning programs, preparing materials, and managing the details that support smooth program operations. Skilled at coordinating schedules, organizing multi-step processes, and communicating with clarity before, during, and after learning experiences. Experienced in supporting individuals through each stage of a program and maintaining clear documentation and expectations. Known for creating welcoming environments that help people feel included, informed, and confident in their work. Brings steady organization, a thoughtful teaching style, and a people-centered approach that strengthens educational and community-focused programs.

CORE COMPETENCIES





- Program Coordination: Planning and organizing workshops, learning activities, and multi-step processes to support smooth and reliable program operations.
 - Participant Support: Providing clear guidance and communication to individuals and groups before, during, and after learning experiences.
 - Workshop Leadership: Designing and facilitating hands-on sessions that encourage engagement, skill-building, and a welcoming environment for diverse participants.
 - Communication: Sharing information with clarity through email, written materials, and presentations to ensure participants understand expectations and next steps.
 - Instructional Material Development: Creating visual and written resources that clarify concepts and support participants throughout structured processes.
 - Collaboration: Working closely with participants, partners, and team members to maintain positive relationships and alignment across programs.
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RELEVANT EXPERIENCE

WORKSHOP LEADER AND CREATIVE EDUCATOR

- Designed and led workshops for groups of learners, preparing materials and guiding participants through structured lessons and hands-on activities.
- Coordinated schedules, communication, and logistical details to support smooth, well-organized learning experiences.
- Created instructional content and visual resources that clarified concepts and supported participants throughout the learning process.

CONTACT

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EDUCATION

1999-2003

INDIANA STATE UNIVERSITY

Bachelor of Science in Journalism

Academic Focus: Marketing, Graphic Design, and Photojournalism

PROGRAM SKILLS

Organizing schedules and program details

Managing multi-step processes

Preparing instructional and written materials

Maintaining documentation and expectations

Supporting smooth program operations

Tools: Word, Excel, Google Workspace, Zoom, Mailchimp, WordPress

PROFESSIONAL EXPERIENCE

FOUNDER & CREATIVE DIRECTOR | 2005 - PRESENT

Bobbi Sheridan Photography, Inc. • Indianapolis / Louisville

- Built and managed a creative business that required multi-step project planning, scheduling, client communication, and maintaining organized systems for smooth operations.
- Directed visual and creative projects from initial concept through final delivery, guiding participants and clients with clear expectations and supportive communication.
- Developed instructional materials and visual resources used in workshops and educational sessions, ensuring content was clear, accessible, and engaging.
- Led workshops for hundreds of participants, teaching creative techniques and providing guidance throughout the learning process in a positive and inclusive environment.
- Spoke at national photography conferences for audiences of thousands, sharing insights and supporting learners at varying experience levels.
- Collaborated with partners and organizations on creative initiatives that received national visibility and strengthened community relationships.

MARKETING & BRAND CONSULTANT | 2025

CMEC Environmental • Louisville, Kentucky

- Coordinated a multi-phase organizational rebrand, managing timelines, materials, and communication to support a clear and organized process for leadership and stakeholders.
- Developed website content and visual materials that clarified services, improved understanding, and enhanced engagement with clients and community partners.
- Created communication materials for events and presentations, ensuring consistent messaging and a cohesive experience across applications.
- Collaborated with leadership to gather input, translate goals into actionable steps, and maintain alignment throughout project phases.

GRAPHIC DESIGNER & MEDIA PRODUCTION | 2004 - 2006

Target Marketing • Terre Haute, Indiana

- Designed layouts, printed materials, and visual assets that supported clear communication and client marketing objectives.
- Contributed to radio and television production by preparing visual materials and collaborating with the creative team on integrated campaigns.

COMMUNITY OUTREACH & RECRUITING | 2000 - 2006

U.S. Army National Guard • E5 Sergeant, Non-Commissioned Officer

- Led community outreach initiatives that increased program visibility and supported recruitment goals.
- Built relationships with schools and community organizations to strengthen awareness, trust, and engagement.

COMMUNICATION & RELATIONSHIPS

Clear written and verbal communication

Explaining processes and next steps

Participant guidance and support

Building positive relationships

Strong listening and interpersonal skills

PROFESSIONAL QUALITIES

Collaborative and people-centered approach

Creative problem-solving

Independent project leadership

Adaptability and reliability

Supportive teaching and facilitation style

AWARDS & RECOGNITION

Featured in a Canon National Advertising Campaign for creative impact.

Work published in national media, including *Vogue*, *Good Housekeeping*, and *Professional Photographer Magazine*.

Five-time recipient of "Best Photographer in Indianapolis," recognizing excellence and professional consistency.

SOCIAL INFO

 [linkedin.com/in/bobbi-sheridan](https://www.linkedin.com/in/bobbi-sheridan)

 [facebook.com/bobbiphoto](https://www.facebook.com/bobbiphoto)

 [Instagram.com/bobbiphoto](https://www.instagram.com/bobbiphoto)