

# MELINDA WOLVERSON

☎ 573-864-6858

✉ mel@melwolverson.com

🏠 <http://melwolverson.com/>

## Skills



### Adobe Program Proficiency

- ✦ Photoshop
- ✦ InDesign
- ✦ Premiere Pro
- ✦ Illustrator
- ✦ Captivate
- ✦ Connect
- ✦ Lightroom
- ✦ iPad Apps
- ✦ Flash
- ✦ Dreamweaver

### Other Proficiency

- ✦ HTML5 and CSS
- ✦ Microsoft Office
- ✦ Digital Cameras, mostly Nikon
- ✦ PC & Mac computers
- ✦ Graphics tablets

### Certifications/Extra

- ✦ Certified Adobe Education Trainer (2013 - present)
- ✦ 2015 Adobe User Group Manager, Mid-MO User Group
- ✦ MCAS certified in MS PowerPoint 2007

## Who am I?



I am a designer and educator with 15 years experience in higher education. I love the atmosphere of an educational workplace, as well as producing and sharing content that helps people further their goals.

## Experience



### University of Missouri, Columbia, MO

IT Trainer - Expert, IT Training, Division of Information Technology, 10/2007-Present

- ✦ Currently teaching students, staff and faculty the Adobe CC Suite and MS Office 2016
- ✦ Organizing Adobe Camp Week (2011-15) & Photo Days (2016-17)
- ✦ YouTube videos, Google Analytics, and other tasks
- ✦ Developing curriculum for Web Design, iPad, Photoshop (CS6-CC), InDesign (CS5), Dreamweaver (CS3 - CC), Flash (CS6) series and MS PowerPoint (2007 - 2016) series

Information Specialist, College of Engineering, 9/2005-4/2007

- ✦ Re-designing the college and alumni e-newsletters into HTML format
- ✦ Photographing, organizing and designing graphics for print and Web
- ✦ Writing articles for the college and alumni newsletters, print and Web

Writing Lab tutor, Total Person Program, Athletic Department, 8/2004-2008

- ✦ Tutoring undergraduate students in all stages of the writing process

### Independent Consultant & Speaker, Columbia, MO

6/2004-Present

- ✦ Speaker (2016) - 4H MU Extension, Kansas City
- ✦ Web Design (2016) - <https://stevenwattsauthor.com/>
- ✦ Book Illustrations (2005)

Publication: Cuddles the Chocolate Cow, By Wally Edmond. Hard Cover I.S.B.N. 1-59879-108-7

### Moberly Area Community College, Mexico, MO

Instructor, 8/2005-5/2006

- ✦ Teaching "Fundamentals of Critical Reading" and "Fundamentals of Writing"

## ***Experience (Continued)***

Kansas State University, Manhattan, KS

---

GA PILOTS Tutor for Expository Writing, 8/2002-5/2004

- ✦ Assisting student with questions and commenting on written work

Expository Writing I & II Instructor, 8/2002-5/2003

- ✦ Teaching using instructional technology classrooms
- ✦ Communicating to match learning abilities
- ✦ Evaluating and commenting on written work

Carl Sandburg College, Carthage, IL

---

Community Education Instructor and Business Lab Instructor, 1/2002-8/2002

- ✦ Teaching “Digital Camera” and “Beginning Computers”
- ✦ Cyber Camp 2002 – teaching two-day seminar on Digital Camera/imaging for K-12 teachers

Volunteer Experience

---

2005 - Present Graphics, Photographer, & Kids Tech Director, Woodcrest

2004 Touchstone, Technical Editor, literary magazine, Kansas State University

2003 Touchstone, Reader, Kansas State University

2002 - 04 SAGE member, Student Association of Graduates in English

## ***Education***

Kansas State University, Manhattan, KS

---

Master of Arts - English, 2004

- ✦ Research, web page creation, technical writing, and teaching

Hannibal-LaGrange University, Hannibal, MO

---

Bachelor of Arts - English, 2001

- ✦ Honors Program Graduate
- ✦ Minor – Art

Harlaxton College, Grantham, England, UK

---

- ✦ Semester abroad program associated with Hannibal-LaGrange Honors Program, 1999

References available upon request.