

MELINDA WOLVERSON

☎ 573-864-6858

✉ mel@wolverson.net

🏠 <http://melwolverson.com/>

Skills



Adobe Program Proficiency

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

Other Proficiency

- ✦ PC & Mac computers
- ✦ Microsoft Office
- ✦ HTML5, CSS, and Wordpress
- ✦ Qualtrics
- ✦ Zoom
- ✦ Digital Cameras, mostly Nikon
- ✦ Wacom tablets & iPads

Certifications/Extra

- ✦ Certified Adobe Education Trainer (2013 - present)
- ✦ First Aid/CPR Certified (2017)
- ✦ MCAS certified in MS PowerPoint 2007

Who am I?



In the past 12 months I've had over 2,000 attendees in my classes, with a 94% approval rating. An educator and designer with over 15 years experience in higher education, I love the atmosphere of an educational environment and helping people achieve their goals.

Experience



University of Missouri, Columbia, MO

IT Trainer - Expert, IT Training, Division of Information Technology, 10/2007-6/2018

- ✦ Teaching Adobe CC Suite and MS Office 2016
- ✦ Organizing Adobe Camp Week (2011-15) & Photo Days (2016-17)
- ✦ Creating YouTube videos, Google Analytics reports, and other tasks
- ✦ Developing curriculum for Web Design, iPad, Photoshop, InDesign, Dreamweaver, Flash series and MS PowerPoint series

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

- ✦ Designing the college and alumni e-newsletters in HTML format
- ✦ Photographing and designing graphics for print and Web
- ✦ Interviewing and writing articles for the college and alumni newsletters, print and Web

Writing Lab Tutor, Athletic Department, 8/2004-2008

- ✦ Mentoring and Tutoring undergraduate students in the writing lab

Columbia Area Career Center (CACC), Columbia, MO

10/2017-Present

- ✦ Teaching adult evening classes in Adobe and Web Design topics

Independent Consultant & Speaker, Columbia, MO

6/2004-Present

- ✦ Book Illustrations, web design, Premiere edits (2018) - in progress
- ✦ Video Editing/Recording (2018) - MU School of Nursing Outreach
- ✦ Speaker (2016) - 4H MU Extension, Kansas City
- ✦ Web Design (2016) - Steven Watts, MU author

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, 8/2003-5/2004

- ✦ 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

2015-18 Maplewood Barn Theatre - Photography & Set Painting

2015-16 Adobe User Group Manager

2005-16 Graphics, Photographer, & Kid’s Tech, Woodcrest Chapel

2004 Technical Editor, Touchstone literary magazine, Kansas State University

2003 Reader, Touchstone literary magazine Kansas State University

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

- ✦ Study Abroad - HLG Honors Program, 1999