

MELINDA WOLVERSON

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🏠 <http://melwolverson.com>

Skills

Adobe Program Proficiency

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

Other Proficiency

- ✦ Microsoft Office & Google
- ✦ Zoom, Teams
- ✦ HTML5, CSS
- ✦ Wordpress, Magento, Drupal
- ✦ Qualtrics
- ✦ Asset Management
- ✦ PC & Mac computers
- ✦ Digital Cameras, mostly Nikon
- ✦ Wacom tablets & iPads

Certifications/Extra

- ✦ A
- ✦ Certified Adobe Education Trainer (2013 - 2022)
- ✦ Dotdigital (2020)
- ✦ First Aid/CPR Certified (2017)
- ✦ MCAS certified - PowerPoint 2007

Who am I?

An educator and designer with twenty years experience in higher education, I love helping people achieve their job goals.

Experience

University of Missouri Extension, Columbia, MO

Business Operations Associate, Senior

Integrated Marketing Communications, 3/2019-Present

- ✦ Communicating education and information to a statewide audience
- ✦ Video editing, graphic design, web, and content management
- ✦ Training -Tech Tuesday webinars, Third Tuesday livestreams, HR events, and other requested speaking engagements.

Contract Instructor, Speaker & Consultant, 6/2004-Present

- ✦ Digital Workshop Center - instructor -
Adobe Photoshop, Illustrator & Design (2023-24)
- ✦ Missouri State Public Defender's office - speaker (2022-23)
- ✦ Columbia Area Career Center (CACC) - instructor (2017-21)
- ✦ Stephen's College, Columbia, MO - speaker (2019)
- ✦ MU School of Nursing Outreach - video editing/recording (2018)

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Tech Writer, 10/2018-3/2019

- ✦ Creating training materials, documentation & marketing content

University of Missouri, Columbia, MO

Adjunct Faculty, TAM, Summer session 2019

- ✦ Teaching TAM 2100 - Online summer semester course

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

- ✦ Teaching MS Office, Adobe CC Suite, and other topics
- ✦ Last 18 months saw over 2000 attendees at 94% approval
- ✦ Managing virtual and in-person training events
- ✦ Designing training courses and materials

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

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

Experience (Continued)

Moberly Area Community College, Mexico, MO

Instructor, 8/2005-5/2006

- ✦ Teaching “Fundamentals of Critical Reading” and “Fundamentals of Writing”

Kansas State University, Manhattan, KS

GA PILOTS Tutor for Expository Writing, 8/2003-5/2004

- ✦ Assisting students 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 while 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

2015-23 Maplewood Barn Theatre - Board Member (2019-2023): marketing, photos, web design, audio editing

2015-16 Adobe User Group Manager

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

2004 Technical Editor, *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 & taught French I Lab final year
- ✦ Minor – Art

Harlaxton College, Grantham, England, UK

- ✦ Study Abroad - Honors Program, 1999