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

- 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

Senior Learning and Media Training Specialist
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 (2019-2024): 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