

# MELINDA WOLVERSON

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573-864-6858

shefflerm@missouri.edu

## Experience

### **University of Missouri, Columbia, MO**

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

- Teaching the Adobe CC Creative Suites currently, as well as MS Office 2013
- Developing curriculum for Web Design, iPad, Dreamweaver (CS3 – CC), InDesign (CS5), Photoshop (CS6 – CC), Flash (CS6 – CC), Premiere Pro Basics (CC) series and MS PowerPoint (2007 – 2013) series
- Managing social media for IT Training

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

- Photography, graphic design, writing and editing for print and web publications
- Re-designing the college and alumni e-newsletters into a pleasing HTML format

*Writing Lab tutor*, Total Person Program, Athletic Department, 8/2004-2007

- Tutoring undergraduate students in all stages of the writing process

### **Independent Graphics Consultant, Columbia, MO**

*Graphic/Web Designer*, 6/2004-Present

- Photography and graphic design for local businesses on a part-time and volunteer basis. Clients include University Avenue BnB and the University of Missouri.
- Book Illustration (2006),
  - Publication: *Cuddles the Chocolate Cow*, By Wally Edmond.  
Paperback I.S.B.N. 1-59879-125-7, 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”

### **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 Instructor*, 8/2002-5/2003

- Teaching Expository Writing I and II using instructional technology classrooms
- Communicating ideas to people in a variety of ways 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**

- 2014 - 15 Mid-Mo Adobe User Group Manager
- 2005 - 15 Graphics, Photographer, Web design & Kidcrest Tech Director, Woodcrest
- 2004 *Touchstone*, Technical Editor, Kansas State University
- 2003 *Touchstone*, Reader, literary magazine, Kansas State University
- 2002 - 04 SAGE member, Student Association of Graduates in English

## **Education**

### **Kansas State University, Manhattan, KS**

Master of Arts - English, 2004

- Improved skills through web page creation, class assignments, and teaching
- Improved research and writing skills

### **Hannibal-LaGrange College, Hannibal, MO**

Bachelor of Arts, 2001

- Major - English (Minor – Art)
- Honors Program

**Harlaxton College, Grantham, England** — Semester abroad program

- Associated with Hannibal LaGrange Honors Program

## **Skills**

### **Program Proficiency**

- Adobe (CS4 – CC): InDesign, Photoshop, Illustrator, and Dreamweaver
- Other Adobe: Captivate 8, Acrobat Pro, Premiere Pro CC, and Lightroom
- Windows, iOS, and Microsoft Office 2007 – 2013
  - MCAS certified in MS PowerPoint 2007

### **Other Experience**

- HTML 5, XHTML & CSS coding
- Digital Cameras, mostly Nikon D200 and D610
- Video capture and editing
- Mac computers and graphics tablets

### **Online art portfolio and teaching websites (2004-present)**

- <http://melsheffler.com/>