Melisha A. Waggoner

m.a.waggoner33@gmail.com | 520-869-8515 | Tucson, Arizona

linkedin.com/in/melisha-w | https://greentree31.github.io/portfolio-mockup/

PROFILE

Dynamic Multimedia and E-Learning Project Manager with over a decade of expertise in creativity, technology, and strategy to design engaging and accessible learning experiences. Spearheaded SCORM-compliant course development and enhanced project efficiency by integrating diverse teams to deliver interactive, high-quality training. Excelled in LMS administration, including PeopleSoft support and data management, achieving significant workflow improvements. Skilled in Adobe Creative Suite, front-end and full-stack technologies to create learning courses that are intuitive, inclusive, and visually impactful.

EMPLOYMENT HISTORY

Jan 2008 – Oct 2025

Multimedia Department Manager, Performance Associates International Inc.
Oversaw Multimedia Department, integrating CBT and Graphics teams to enhance efficiency. Managed full project lifecycle for SCORM-compliant e-learning courses. Redesigned CBT interfaces using web solutions with HTML5, CSS3, React, and JavaScript. Edited JSON-based settings files in Visual Studio Code for application deployment, ensuring correct parameters for staging and production environments.

- Implemented QA processes, achieving a 98% decrease in bugs.
- Collaborated with stakeholders to align project schedules and budgets.
- Conducted performance reviews, boosting production by 40%.
- Updated Squarespace e-commerce site, ensuring branding consistency.
- Developed multi-language training courses across diverse industries such as mining, healthcare, recycling, operations, maintenance, OSB plants, and various other industrial environments.

May 2007 — Nov 2007

Graphics Specialist, Adecco
Developed 2D/3D solid models in AutoCAD and Inventor for flowsheet-based graphics in mining startups. Edited flowsheets, interlocks, alarms, control loops, and process variables to enhance mining process graphics.

- Highly regarded for producing polished graphics quickly and reliably completing projects ahead of deadlines.
- Improved visual representation of complex mining systems.
- Streamlined graphical presentations for better stakeholder understanding.

Feb 2003 — Mar 2007

CAD Designer, Environmental Systems Products
Designed and modelled 2D/3D mechanical components for emissions testing equipment. Administered PeopleSoft ERP, providing system support, training, troubleshooting, and data maintenance. Managed SharePoint, ensuring accuracy and accessibility of engineering files. Produced technical documentation, BOMs, and engineering change requests aligned with PeopleSoft. Supported ISO 9001 compliance efforts, enhancing ERP-driven quality processes.

- Spearheaded successful PeopleSoft implementation, earning Certificate of Appreciation.
- Streamlined document control workflows, improving version tracking efficiency.
- Developed comprehensive technical documentation for engineering projects.

Jun 2000 — Feb 2003	**CAD Designer, Transtek Magnetics**
	Developed 2D/3D electromechanical designs and technical illustrations for electronic components. Produce marketing graphics for websites and catalogs. Maintain engineering control files, ensuring ANSI Y14.5 compliance.

- Designed innovative electro-mechanical components, enhancing product functionality.
- Collaborated on marketing materials, improving visual branding.
- Streamlined file management processes, ensuring regulatory compliance.

Apr 1999 — Oct 1999	**Application Drafter, Morpac Industries**
	Developed mechanical detail and assembly drawings for high-voltage switches using AutoCAD and manual drafting techniques. Facilitated effective communication among engineering, purchasing, and manufacturing teams.

- Designed detailed drawings that improved production accuracy.
- Collaborated with cross-functional teams to streamline project workflows.

EDUCATION

Articulate Storyline Essential Training Certification – LinkedIn Learning

Full Stack Web Development Certification – The University of Arizona

Project Management Certification - Google

Front-End Development Certification – Microsoft Web Dev Camp

Inventor Training Certification – IMAGINIT Technologies

Maximizing AutoCAD – CADtech Seminar

MS Excel (Lv 1-2) Certification – Southern Arizona Institute of Advanced Technology

Technical Project Management – ITT Technical Institute (courses applied to BA)

Associate of Applied Science (AAS) - ITT Technical Institute

SKILLS

Front-End and Full-Stack Development: HTML5, CSS3, JavaScript, Bootstrap, JSON, Node.js, Babylon.js, responsive design, and WCAG accessibility compliance.

Learning and Development: SCORM-compliant course design, Adobe Captivate, Articulate 360, Storyline, Instructional design, storyboarding, and LMS administration.

Multimedia and UI/UX: Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effect, XD), video editing, YouTube videos, prototyping, and visual asset optimization.

Project and Quality Management: Google Project Management Certificate, Agile workflows, QA testing, bug tracking, cross-browser compatibility, and accessibility compliance.

Technical Systems and Tools: Microsoft 365, Microsoft Office, OneDrive, Adobe Acrobat, Microsoft SQL Server, Windows Server, Cloudflare DNS, Visual Studio Code, Git, GitLab, GitHub, DropBox, SharePoint Administration, and server management.