MELINDA WINTER

OBJECTIVE

To use my teaching, technology, and management skills to fill a need for a project manager or training coordinator at an educational institution or business

SKILLS OVERVIEW

Meticulous attention to detail, excellent written and oral communication skills, exceptional project and time management abilities, strong organization and planning skills, expert in online education, full stack web development

TECHNICAL SKILLS

Microsoft Office 365, Google Suite, SMART Notebook software, JIRA, Dropbox, Moodle, HTML, CSS, Bootstrap, Command Line, Git, Node.js, APIs

EXPERIENCE

IVS COMPUTER TECHNOLOGY/EDIFIED, CALIFORNIA

Product Development Manager — 2018 - Present

Education Technology Specialist — 2013 - 2018

- Design, develop, and deploy customized professional learning and development programs to align with district goals and objectives
- Develop instructional tools including job aids, training guides, and participant materials
- Facilitate learning for adult learners in a virtual environment
- Manage creation of online courses from design and development to deployment
- Maintain and develop a unique learning management system based on Moodle

UNIVERSITY OF CALIFORNIA, RIVERSIDE

English Instructor — 2004 - 2012

- Create curricula for a variety of literature and composition classes
- Facilitate learning for classes of 20-25 students
- Grade student work and provide extensive feedback

EDUCATION

UCR EXTENSION FULL STACK WEB DEVELOPMENT

Boot Camp certificate for technical skills in full stack web development

UNIVERSITY OF CALIFORNIA, RIVERSIDE, MASTER OF ARTS

Master's degree in English with emphases in gender studies and postmodernism, 3.9 GPA

UNIVERSITY OF CALIFORNIA, LOS ANGELES, BACHELOR OF ARTS

Bachelor's degree in English with an education specialization, 3.8 GPA, Phi Beta Kappa, Magna Cum Laude

CONTACT

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