

Melissa Suit

(850) 361 – 9233 -- MelSuit73@gmail.com -- Portfolio: melissasuit.com

About Me

I am a strong supporter of the lifelong learner mindset, and I am always eager to learn new skills and knowledge so I can continue to grow. I look forward to a new challenge every day. I am at a transition point in my career where I am looking to work with adult learners and focus more on Instructional Design and Training. I have my Master's Degree in Curriculum and Instruction: Education Technology and have recently relocated to Colorado Springs, CO.

Software Proficiencies and Skills

Project Management	Articulate Storyline	Lesson/Curriculum Development	Customer Service
Microsoft Office Suite	Adobe Photoshop	Audio Recording and Editing	Google Suite
Video Editing	Screen Recording	Learning Management Systems	HTML5/CSS
Software Training	Storyboarding	Organized and Detail-Oriented	E-Learning

Professional Experience

Sep.'18 – Dec '18 *Comprehensive Science 2 & Honors Earth/Space Science Teacher*
Orange County Public Schools: Maitland MS Maitland, Florida

- Designed, developed, and maintained curricula for courses (readings, review worksheets, quizzes, tests, and group projects) on Canvas (LMS) with a focused on a flipped classroom (half eLearning, half in-person).
- Enabled the science department to reach their potential through facilitating dialogue, including informal coaching, to better incorporate Google applications and LMS (Canvas) into their instruction.
- Designed, developed, and facilitated technology training for other team members.
- Measured achievement of objectives and revised plans in response to assessment results.
- Conducted analysis of students to be able to incorporate instruction and practice for missing academic skills into the curriculum to help improve performance.
- Adapted instructional materials utilizing the universal design for learning framework to accommodate learning disabilities and other needs.
- Created and maintained working relationships with students, parents, and fellow faculty.

Aug. '17 – May '18 *Physical Science Teacher/SECME Coordinator*
Orange County Public Schools: Timber Springs MS Orlando, Florida

- Designed, developed, and maintained curriculum in collaboration with other teachers in professional learning community (PLC) to ensure consistency and alignment with long term goals on Canvas (LMS) with a focused on blended learning.
- Adapted instructional materials utilizing the universal design for learning (UDL) framework to accommodate learning disabilities and other needs.
- Enabled fellow teachers to reach their potential through facilitating dialogue, including informal coaching, to better utilize LMS (Canvas) with their instruction.
- Designed, developed, and facilitated technology training for other team members.
- Created and maintained working relationships with students, parents, and fellow faculty.

Aug. '16 – May '17 *Environmental Science Teacher*
Seminole County Public Schools: Seminole HS Sanford, Florida

- Designed, developed, and maintained curriculum for courses (readings, labs, activities, review worksheets, quizzes, and tests) on Canvas (LMS) with a focused on engaged learning.
- Created learning objectives and assessment through collaboration with other teachers in PLC.
- Conducted analysis of students to be able to incorporate instruction and practice for missing academic skills into the curriculum to help improve performance.
- Created and maintained working relationships with students, parents, and fellow faculty.

- Dec. '15 – Aug. '16 *Facilitator*
Orlando Science Center Orlando, Florida
- Delivered dynamic, age-appropriate science programming designed to enhance the guest's experience.
 - Created and maintained working relationships with fellow employees and management.
 - Customer service position responsible for assisting guests.
- Nov. '14 – Apr. '15 Customer Service Specialist
Daytona International Speedway Daytona Beach, Florida
- Mentored (day-to-day training) new hires on proper procedures and software on the floor.
 - Created and maintained working relationships with fellow employees and management.
 - Customer service position responsible for selling race tickets and maintaining customer accounts.
- Nov. '13 – Apr. '14 *Seasonal Educator 3*
SeaWorld Orlando, Florida
- Designed, developed, and delivered dynamic, age-appropriate science programming to enhance the guest's experience.
 - Created and maintained working relationships with fellow employees and management.
 - Customer service position responsible for assisting guests.
- May '13 – Oct. '13 *Seasonal Lead Educator/ Volunteer Coordinator*
Maine State Aquarium Boothbay Harbor, Maine
- Designed, developed, and delivered dynamic, age-appropriate science programming to enhance the guest's experience.
 - Designed, developed, and facilitated training programs for adult and junior docent volunteers to perform a range of duties from touch tank monitoring, customer service skills, and public speaking skills.
 - Helped to coordinate breaks, program and facilitation schedules, etc. in a team leader capacity.
 - Customer service position responsible for assisting customers and cashiering.
 - Created and maintained working relationships with fellow employees and management.

Volunteer Experience

- Jan. '09-Present Florida Paint and Coatings Associations
- Designed and continue to update quarterly newsletter and membership directory.
- May '07 – Aug. '09 Volusia County Sea Turtle Society
- Mentored (day-to-day training) new adult and junior volunteers in the field on correct procedures.
- May '05-Aug. '07 Marine Discovery Center
- Delivered dynamic, age-appropriate science programming to camp participants.

Organizations

- Nov. '19 – Present ATD Rocky Mountain Chapter
- June '19 - Present The Learning Guild (Previously eLearning Guild)

Education

- Aug. '14-Dec. '16 Florida Gulf Coast University Fort Myers, Florida
Master's in Curriculum and Instruction: Education Technology
- Aug. '08 – May '12 University of West Florida Pensacola, Florida
Bachelor's Degree in Marine Biology