Melissa Suit
Instructional Designer

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About Me

I am able to bring a specialized focus in adaptive learning, through the use of scenarios and simulations, to the team. This sub-field promotes highly engaging and motivating designs that place the focus on the learners while still balancing the needs of the corporation. 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.

Software Proficiencies and Skills

Adobe Premiere, Photoshop, & Illustrator	Articulate 360 – Storyline	Techsmith: Camtasia & Snagit	Microsoft Office & Google Suite
Scenario & Simulation Focused	Software Training	E-Learning	Secret Security Clearance & TSA Clearance
SAFe Agile & Kanban	Customer Service	Project Management	Curriculum Development
DaVinci Resolve	Learning Management Systems	Storyboarding & Script Writing	GitLab

Professional Experience

Oracle   May '22 – Present
User Assistance Developer

- Designed, developed, and maintained user assistance and training documentation.
- Created a variety of user assistance items (training courses, certification exams, documentation, tutorials, videos, embedded help in UI, eBooks, and infographics) following development processes, templates, and standards.
- Collaborated with internal stakeholders to develop user assistance vision documents which include the product use cases, common tasks, and user personas.

IBM   May '21 – April '22
Training Lead
Operational Trainer

- Collaborated with SMEs to create, improve, and maintain a new 24/7 on-demand video training program of New Hire Training for 9 different applications utilized by thousands of people.
- Created and delivered job aids and reference guides.
- Created and implemented guidelines for the training team for video scriptwriting, video production, and workflow documentation.
- Utilized the Dev Ops platform GitLab to develop and maintain a version control of all training content.

Orange County Public Schools   Aug '17 – Dec. '18
Comprehensive Science 2 & Honors Earth/Space Science Teacher
Physical Science Teacher/SECME Coordinator

- Designed, developed, and maintained curricula for courses (readings, videos, review worksheets, quizzes, tests, and group projects) on Canvas (LMS).

- Utilized experience with video recording and audio recording to create videos of content for virtual instructor led lessons to facilitate a flipped-classroom approach to blended learning.
- Adapted instructional materials utilizing the universal design for learning (UDL) framework to accommodate learning disabilities and other needs.
- Conducted informal needs analysis of the science department team to determine proficiency and weaknesses with district technology.
- Designed, developed, and deployed asynchronous virtual micro-learning modules for teammates focusing on how-to-use and incorporate Google applications into their instruction.

<u>Seminole County Public Schools</u>   Aug. '16 – May '17
Environmental Science Teacher

- Designed, developed, and maintained curriculum for courses (readings, labs, activities, review worksheets, quizzes, and tests) on Canvas (LMS) with a focus on engaged learning.
- Created learning objectives and assessments through collaboration with team members.
- Conducted needs analysis of learners to be able to incorporate instruction and practice for missing academic skills into the curriculum to help improve performance.

<u>Orlando Science Center</u>   Dec. '15 – Aug. '16
Facilitator

- Delivered dynamic, age-appropriate science programming designed to enhance the guest's experience.

<u>Daytona International Speedway</u>   Nov. '14 – Apr. '15
Customer Service Specialist

- Mentored (day-to-day training) new hires on proper procedures and software on the floor.

<u>SeaWorld</u>   Nov. '13 – Apr. '14
Seasonal Educator 3

- Designed, developed, and delivered dynamic, age-appropriate science programming to enhance the guest's experience.

<u>Maine State Aquarium</u>   May '13 – Oct. '13
Seasonal Lead Educator/ Volunteer Coordinator

- Designed, developed, and facilitated training programs for adult and junior docent volunteers to perform a range of duties from touch tank monitoring and public speaking skills.
- Designed, developed, and delivered dynamic, age-appropriate science programming to enhance the guest's experience.

Organizations

June '19 – Present   The Learning Guild (Previously eLearning Guild)

Nov. '19 – Present   ATD: Rocky Mountain Chapter

Oct. '21 – Present   ADT National

Education

Florida Gulf Coast University   Aug. '14-Dec. '16
Master's in Curriculum and Instruction: Education Technology

University of West Florida   Aug. '08 – May '12
Bachelor's Degree in Marine Biology