

# 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 Premier, Photoshop, & Illustrator	Articulate 360 – Storyline	Techsmith: Camtasia & Snagit	Microsoft Office & Google Suite
Scenario & Simulation Focused	E-Learning	Software Training	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

#### IBM

##### *Operational Trainer*

May '21 – Present

- 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 script writing, video production, and workflow documentation.
- Utilized the Dev Ops platform GitLab to develop and maintain a version control of all training content.
- Provided customer support to help troubleshoot basic user issues with the various applications.

#### Orange County Public Schools

##### *Comprehensive Science 2 & Honors Earth/Space Science Teacher*

Sep.'18 – Dec '18

##### *Physical Science Teacher/SECME Coordinator*

Aug. '17 – May '18

- 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 lead lessons to facilitate a flipped-classroom approach to blended learning.
- Utilized graphic design skills to create big picture concept visual aids for each module.
- Adapted instructional materials utilizing the universal design for learning (UDL) framework to accommodate learning disabilities and other needs.
- Measured achievement of objectives and revised plans in response to assessment results.
- Conducted needs analysis of students to be able to incorporate instruction and practice for missing academic skills into the curriculum to help improve performance.
- 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.
- Provided informal coaching to the science department team on how to better utilize Canvas (LMS) features.
- Created and maintained working relationships with students, parents, and fellow faculty.

## Seminole County Public Schools

### *Environmental Science Teacher*

Aug. '16 – May '17

- 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 needs 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.

## Orlando Science Center

### *Facilitator*

Dec. '15 – Aug. '16

- 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.

## Daytona International Speedway

### *Customer Service Specialist*

Nov. '14 – Apr. '15

- 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.

## SeaWorld

### *Seasonal Educator 3*

Nov. '13 – Apr. '14

- 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.

## Maine State Aquarium

### *Seasonal Lead Educator/ Volunteer Coordinator*

May '13 – Oct. '13

- 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.
- Helped to coordinate breaks, program and facilitation schedules, etc. in a team leader capacity.
- Created and maintained working relationships with fellow employees and management.

## **Organizations**

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

Nov. '19 – Nov. '20                      ATD: Rocky Mountain Chapter

## **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*