

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
Learning Management Systems	Storyboarding & Script Writing	Gitlab	Jira

Professional Experience

Oracle

May '22 – Present

User Assistance Developer 2

- Collaborated with SMEs to design and develop a training program for three new applications being introduced to the market.
- Designed and maintained storyboards, scripts, videos, and overlay based in application help for three products.
- Created the monthly “What’s New” feature release notes for three applications.
- Collaborated with internal stakeholders to develop user assistance vision documents which include the product use cases and common tasks.

IBM

May '21 – April '22

Training Lead

Operational Trainer

- Collaborated with SMEs to design and develop a training program on a new application being introduced to the company.
- Created and implemented guidelines for the training team for video scriptwriting, video production, and workflow documentation including feedback cycles within the team and with stakeholders.
- Lead a team of three through the process of detailing role roadmaps and developing the modules
- Created and maintained needs analysis, training documentation, training schedules, and role roadmaps.
- Collaborated with SMEs to create, improve, and maintain a new 24/7 on-demand video training program for New Hire Training on 9 different applications utilized by thousands of people.
- Utilized Gitlab platform to develop and maintain a version control of all training content.
- Used Kanban through Gitlab and Jira to promote best Agile practices.

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 (learning objectives, 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.
- Designed, developed, and deployed asynchronous virtual micro-learning modules for teammates focusing on how-to-use and incorporate Google applications into their instruction.

Seminole County Public Schools

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.
- Conducted needs analysis of learners to be able to incorporate instruction and practice for missing academic skills into the curriculum to help improve performance.

Orlando Science Center

Dec. '15 – Aug. '16

Facilitator

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

Daytona International Speedway

Nov. '14 – Apr. '15

Customer Service Specialist

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

SeaWorld

Nov. '13 – Apr. '14

Seasonal Educator 3

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

Maine State Aquarium

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