

# Melissa Suit

## Instructional Designer

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### 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

#### 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, customer service skills, 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**

Nov. '19 – Present      ATD: Rocky Mountain Chapter

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

### **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*