

# MELINDA WOLVERSON

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573-864-6858

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## Experience

### University of Missouri, Columbia, MO

*IT Trainer - Specialist*, IT Training, Division of Information Technology, 10/2007-Present

- Teaching students, staff and faculty the Adobe CS3 and CS4 Creative Suites and MS Office 2007
- Developing curriculum for Web Design, Dreamweaver CS3 series, Dreamweaver CS4 series and MS PowerPoint 2007 series

*Information Specialist*, College of Engineering, 9/2005-4/2007

- Re-designing the college and alumni e-newsletters into a pleasing HTML format
- Photographing, organizing and designing graphics for print and Web
- Graphic design and editing yearly research brochure
- Writing articles for the college and alumni newsletters, print and Web

*Writing Lab tutor*, Total Person Program, Athletic Department, 8/2004-Present

- Tutoring undergraduate students in all stages of the writing process

### Independent Graphics Consultant, Columbia, MO

*Graphic Designer / Artist*, 6/2004-Present

- Creating graphic design for local websites on a part-time and volunteer basis
- [Http://melsheffler.com/AboutMe.html](http://melsheffler.com/AboutMe.html) (list does not include some current projects)
- Book Illustration,
  - Publication: Cuddles the Chocolate Cow, By Wally Edmond.  
Paperback I.S.B.N. 1-59879-125-7, Hard Cover I.S.B.N. 1-59879-108-7

### Moberly Area Community College, Mexico, MO

*Instructor*, 8/2005-5/2006

- Teaching “Fundamentals of Critical Reading” and “Fundamentals of Writing”

### Kansas State University, Manhattan, KS

*GA, PILOTS Tutor for Expository Writing*, 8/2003-5/2004

- Assisting student with questions and commenting on written work

*Expository Writing Instructor*, 8/2002-5/2003

- Teaching Expository Writing I and II using instructional technology classrooms
- Communicating ideas to people in a variety of ways to match learning abilities
- Evaluating and commenting on written work

### Carl Sandburg College, Carthage, IL

*Community Education Instructor and Business Lab Instructor*, 1/2002-8/2002

- Teaching "Digital Camera" and "Beginning Computers"
- Cyber Camp 2002 -teaching two-day seminar on Digital Camera/imaging for K-12 teachers

## Volunteer Experience

- 2005 - 09 Graphics, Photographer, Web design & Kidcrest K-2 Tech Director, Woodcrest
- 2004 *Touchstone*, Technical Editor, Kansas State University
- 2003 *Touchstone*, Reader, literary magazine, Kansas State University
- 2003 The IDEA Center website assistant, Service Learning Project, Kansas
- 2002 - 04 SAGE member, Student Association of Graduates in English

## Education

### **Kansas State University, Manhattan, KS**

Master of Arts - English, 2004

- Improved skills through web page creation, class assignments, and teaching
- Improved research and writing skills

### **Hannibal-LaGrange College, Hannibal, MO**

Bachelor of Arts, 2001

- Major - English (Minor – Art)
- Honors Program

**Harlaxton College, Grantham, England** — Semester abroad program

- Associated with Hannibal LaGrange Honors Program

## Skills

### **Program Proficiency**

- Dreamweaver CS4, InDesign CS4, Photoshop CS4, Illustrator CS4, Windows (including Vista), Microsoft Office 2007, and CorelDraw
- MCAS certified in MS PowerPoint 2007

### **Other Experience**

- HTML language
- Digital Cameras, mostly Nikon D50 and D200
- Mac computers and graphics tablets

### **Online art portfolio and teaching websites (2004-present)**

- <http://melsheffler.com/>