

# MELISSA GAY, M.ED.

---

1120 Elder Heights Dr • Bishop, GA 30621 • (706) 540-9140 • [melissa.g.gay@gmail.com](mailto:melissa.g.gay@gmail.com)

## SUMMARY OF QUALIFICATIONS

- Sixteen years of experience in graphic and Web design
- Excellent written, oral, and visual communication skills
- Exemplary project management skills and ability to work well under strict deadlines

## EDUCATION

- *University of Georgia, Athens, GA* • Master of Education in Instructional Design and Development • 2010
- *Emmanuel College, Franklin Springs, GA* • Bachelor of Arts in Communication Studies • Magna Cum Laude • 2006

## EXPERIENCE

- Gay & Evans Enterprises, Athens, GA* **Present**  
Instructional design and digital media consultant/Partner
- Fanning Institute for Leadership Development, Athens GA* **2013 – Present**
- Instructional design and development consultant
  - Created research web portal with an open-source content management system
  - Edited audio and video for learning modules
- University of Georgia Center for Teaching and Learning, Athens, GA* **2009 – 2013**
- Instructional design Graduate Assistant
  - Redesigned the University of Georgia's New Faculty Guide and iTunes at UGA Websites
- Case-Based eLearning Group, Athens, GA* **2008 – 2012**
- Production Manager Graduate assistant
  - Collaborated on the Engineering Design Project
- Georgia Center for Assessment, Athens, GA* **2007 – 2008**
- Educational Program Specialist scored writing assessment tests
  - Successfully passed qualification exams
- LifeSprings Resources, Inc., Franklin Springs, GA* **2006 – 2007**
- Graphic designer performed digital typesetting using industry standard applications and protocols
  - Performed layout of monthly conference newsletters, resource guides and order forms under tight deadlines
- Emmanuel College, Franklin Springs, GA* **2004 – 2006**
- Executive Editor/Art Director produced award-winning student newspaper
  - Successfully managed a team of fifteen writers and layout designers
  - Met service bureau's specifications on every edition sent to print
- LifeSprings Resources, Inc., Franklin Springs, GA* **2003 – 2006**
- Graphic Design Intern designed visually appealing logos, brochures, product packaging and literature covers
  - Performed layout of monthly conference newsletters in keeping with corporate style using industry standard applications and protocols

## KEY SKILLS

Photography • Video Production • Audio Production • Layout Design • Graphic Design • Content Management Systems • Learning Management Systems • Social Media • Microsoft Office • Mac, PC, and Linux Platforms