

MELISSA GAY EVANS, M.ED.

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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

- University of Georgia College of Agricultural & Environmental Sciences, Athens, GA* **2017 – Present**
- Support for content managers of the UGA Extension and College of Ag websites
 - Instructional design and training for content managers of the UGA Extension and College of Ag websites
- Gay & Evans Enterprises, Athens, GA* **2016 – 2017**
- Instructional design and digital media consultant/Partner
- Fanning Institute for Leadership Development, Athens GA* **2013 – 2017**
- 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

Instructional Design & Development • Graphic Design • CMS • LMS • Microsoft Office • Mac, PC, and Linux Platforms