



Melissa Solomon, M.A.

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I am actively looking for full-time remote work with the goal of working as an Instructional Design Specialist in the Space and Defense Industry. I believe that my background in Visual Communication Design, Education, and Music (audio and video production) gives me a unique skill set setting me apart from other candidates.

WORK EXPERIENCE:

SOUTHERN NEW HAMPSHIRE UNIVERSITY - ADJUNCT PROFESSOR

Jun 2022 - Present

2500 North River Road, Manchester, NH 03106 - Remote

- Taught online collegiate level courses including Fundamentals of Design, Basic Design and Color Theory, and Digital Design Tools providing an extensive working knowledge of e-learning authoring tools such as Adobe Creative Suite and Bongo and trained students how to use these tools
- Provided a high level of student outreach and connected with students, academic advisors, and team leads frequently to ensure student success
- Offered an increased and innovative presence in the classroom by providing extensive knowledge of Instructional Design and Adult Learning principles and offering substantial student feedback and a quick turnaround on grades

FREELANCE - INSTRUCTIONAL DESIGN SPECIALIST / GRAPHIC DESIGNER / AUTHOR

Mar 2008 - Present

972 Hailey Street, Melbourne, FL 32904

- Responsible for cover design, formatting, technical writing, and overall publishing of multiple books and CDs
- Created handbooks, marketing and publicity plans / materials, and other deliverables for clients providing extensive experience managing projects from analysis to evaluation
- Provided curriculum development for multiple educational programs on a contract basis
- Held workshops for multiple homeschool programs providing extensive instructional development for grades K-12

THE SPECTRUM GROUP - INSTRUCTIONAL DESIGN INTERN

Sep 2020 - Dec 2020

99 Canal Center Plaza, Suite 450, Alexandria, VA 22314 - Remote

- Responsible for curriculum development, layout and design, and editing of instructional materials for a Department of Defense STEM program (NDA)

DEPARTMENT OF DEFENSE: STARBASE - ASSISTANT INSTRUCTOR

Jan 2020 - Dec 2020

Patrick Space Force Base, 805 Harrier Avenue, Satellite Beach, FL 32937

- Created and designed a 900-page virtual textbook/workbook for implementation of STARBASE Patrick Curriculum
- Provided needs analysis and evaluation of training effectiveness through creation of Pre- and Post-Assessments
- Set up SMART technology in the classroom, built and programmed all robotics, and taught STEM courses working directly with other teachers and staff
- Worked directly with the Buzz Aldrin Foundation as liaison for the Home on the Moon Program
- Worked as liaison between STARBASE and local aerospace corporations to expand STEM education in the Space Coast area

TEEN CHALLENGE RANCH FOR BOYS - TEACHER / SCHOOL ADMINISTRATOR

Nov 2017 - Apr 2018

801 154th Avenue, Vero Beach, FL 32966

- Assessed current educational program and created a plan for establishing a stable school administration
- Developed curricula for onsite courses and created and managed transcripts, cumulative academic folders, and academic plans for each student
- Developed disciplinary database and app and administrated computer software and IT management
- Provided needs analysis and evaluation of training effectiveness through overseeing daily school progress, individualized tutoring, progress reports, and monitoring for students ranging from grades 4 through 12
- Developed and designed the Teen Challenge Ranch for Boys school handbook

WORK EXPERIENCE (Continued):

SOLOMON SCHOOL OF CREATIVE EXCELLENCE - TEACHER / SCHOOL ADMINISTRATOR

Jan 2009 - Aug 2018

2119 Linda Sue Circle, Fort Pierce, FL 34982

- Responsible for all instruction for registered homeschool including curriculum development, creative lesson planning, multi-student classroom management, progress assessments, and performance coaching
- Developed advanced high school curricula for three different tracks - Advanced STEM with focus on Calculus and Physics, Film and Technology, and Music and Graphic Design and created and managed transcripts, cumulative academic folders, and academic plans for each student
- Provided special needs care including therapy integration, functional knowledge of special needs terminology, and treatment coordination and created Individual Education Plans for multiple students with special needs including High Functioning Autism and Asperger's Syndrome
- Developed and designed the Solomon School of Creative Excellence school handbook

COMENIUS SCHOOL FOR CREATIVE LEADERSHIP - TEACHER

Sep 2005 - Dec 2008

8160 Regent Parkway, Fort Mill, SC 29715

- Established and headed the high school science department including curriculum development, lesson planning, classroom management, progress assessments, and performance coaching
- Taught AP Biology, Chemistry, Introduction to Physics and Chemistry, and Anatomy and Physiology preparing students for collegiate level courses
- Worked with construction team to design a new science lab including the purchase of lab equipment, student lab stations, and chemicals and supplies
- Provided training and lab safety regulation per OSHA standards reducing exposure to numerous potential hazards including chemical, biological, physical and radioactive hazards
- Also taught Music Theory, Music History, Introduction to Music, and Elementary Music as elective courses

RANKIN LAKE CHURCH - MUSIC AND CHILDREN'S PROGRAM DIRECTOR

Mar 2000 - May 2003

2705 Gastonia-Dallas Highway, Dallas, NC 28034

- Responsible for all aspects of the music and youth programs including weekly classes, state-wide youth events, conferences, and summer camps
- Conducted adult and children's choirs, youth orchestra, and drama team and directed multiple productions each year with casts of 100+ members
- Trained and oversaw the audio and video production teams
- Created and designed all graphics, visual aids, etc for video production team, swag, clothing, and other areas as needed

ELIZABETH WEAVING FABRICS - DIRECTOR OF HUMAN RESOURCES AND SAFETY

Feb 1997 - Mar 2000

1 Elm Road, Grover, NC 28073

- Managed weekly payroll, tax withholdings, retirement accounts, company and employee insurance policies, and accounts payable and receivable
- Responsible for OSHA training and compliance
- Created and designed content and publication of monthly newsletter

GLAMOUR SHOTS - REGIONAL MARKETING MANAGER

Jun 1996 - Feb 1997

Greater Nashville area, TN

- Responsible for all marketing and promotions for Tennessee and southern Kentucky regions
- Developed marketing strategies to influence company presence and maintained media relations
- Managed all marketing and telemarketing staff

ATKINS-MUSE MANAGEMENT - MARKETING AND PROMOTIONS

May 1995 - Jun 1996

Nashville, TN

- Responsible for marketing and promotions for a roster of artists across several genres
- Negotiated contracts and fees and worked directly with booking agents and other industry representatives to develop artist career strategies
- Managed promotions and media relations and scouting for new clientele

WORK EXPERIENCE (Continued):

BENSON MUSIC GROUP - MARKETING AND PUBLIC RELATIONS

Apr 1993 - May 1995

Nashville, TN

- Responsible for radio-based marketing and promotions for a roster of artists across several genres
- Secured radio interviews and airtime, created press kits, wrote press releases and album reviews, and planned release parties and other promotions

CREATIVE RESOURCE DIRECTORY - RESEARCH ASSISTANT

Dec 1993 - Dec 1994

Nashville, TN

- Assisted publisher in creation of the 1994 Edition of the Creative Resource Directory, a printed catalog of all artists, agents, and companies in the Nashville Area

EDUCATION:

LIBERTY UNIVERSITY

May 2020 - May 2022

Master of Arts in Visual Communication Design - Graduate with Distinction

- Coursework in Publication Design, Advanced Graphic Design, Advanced Typography, Vector Illustration, Issues in Contemporary Art, Interactive Design, Digital Imaging, History of Graphic Design, and Character Design

EXCELSIOR COLLEGE

Jul 2019 - Apr 2020

Bachelor of Arts in Music with secondary area of study in Biology - Magna Cum Laude

- Thesis: Sustainable Crop Production: Availability of Genetically Modified Organisms (GMOs) in Developing Countries (Dec 2019)

BELMONT UNIVERSITY

Jan 1993 - Dec 1995

Undergraduate coursework in Commercial Music - Vocal Performance and Music Business

- Highlighted coursework in Music Publishing, Entertainment Career Development, Survey of Music Business, Introduction to Recording Studio

WAKE FOREST UNIVERSITY

Jul 2006

Advanced Placement Summer Institute

- Summer continuing education training course to teach high school AP Biology

CERTIFICATIONS:

- DoD Clearance Level: Facility Access Clearance (inactive)
- CPR/AED/First Aid
American Safety & Health Institute
Feb 2020 - Feb 2022
- See LinkedIn Learning Certifications on LinkedIn.com

VOLUNTEER EXPERIENCE:

TEAM 1592 BIONIC TIGERS - VOLUNTEER / MARKETING AND FUNDRAISING COORDINATOR

Aug 2016 - Jun 2017

First Robotics

- Parent volunteer with three children actively on the team
- Coordinated all marketing, fundraising, and community outreach events for the team
- Volunteered 40+ hours per week during fundraising and outreach season and 80+ hours per week during build season
- Worked in the lab along with students and mentors providing support in multiple capacities and traveled with the team to state and southwest regional competitions