

## MELISSA RIZZUTO

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### EDUCATION

University of Florida, Gainesville, FL

**Ed.D. in Curriculum and Instruction (in progress)**

**2015 (anticipated)**

Emphasis: Educational Technology

Florida State University, Tallahassee, FL

**M.S. in Communications**

**2004**

Temple University, Philadelphia, PA

**B.A. in Broadcasting, Telecommunications, and Mass Media**

**2003**

Honors: Graduated Magna cum Laude

### TEACHING EXPERIENCE

Edison State College, Fort Myers, FL

**Adjunct Instructor – “Introduction to Public Speaking”**

**2011 – present**

Collaborated with department chair to develop online course. Currently teaching one or two sections online each semester.

Drexel University, Philadelphia, PA

**Adjunct Instructor – “Multimedia Instructional Design”**

**2008 – 2011**

Served as lead instructional designer for development of online graduate-level course. Taught two sections online each quarter.

### RELATED EXPERIENCE

Edison State College, Fort Myers, FL

**Director, Faculty Development and Training**

**2013 – present**

Responsible for managing and providing oversight for the development and implementation of faculty development opportunities. Develop and implement professional development and training programs for faculty in pedagogy, best practices, and instructional technology tools. Standing member of Faculty Professional Development Committee.

Edison State College, Fort Myers, FL

**Director, Course Design and Training**

**2011 – 2013**

Provided leadership and oversight for team of course designers and trainers. Directed development and implementation of training programs for faculty and instructors in use of instructional technology and course tools. Examined processes and procedures to improve efficiency and quality. Followed trends/research in online and blended learning.

Edison State College, Fort Myers, FL

**Course Designer**

**2010 – 2011**

Supported faculty and staff in the creation of unique content for online and blended courses. Consulted with instructors to develop an instructional design strategy that ensured best practices for online and blended pedagogy were incorporated into courses. Facilitated the creation and integration of multimedia in the online learning environment.

Drexel University, Philadelphia, PA

**Instructional Designer**

**2008 – 2010**

Worked with faculty and staff to design, develop, and deliver online courses under tight deadlines. Ensured quality of online courses was in accordance with the college's technical and pedagogical standards. Defined content and course development schedules for ongoing education programs. Monitored the performance of courses and updated or improved existing courses. Planned and delivered asynchronous and synchronous training/professional development opportunities for faculty and staff. Created customized education and training offerings for organizations, including businesses and non-profit entities.

Vanguard, Malvern, PA

**Instructional Designer**

**2007 – 2008**

Designed and developed materials and skill assessments to meet unique training and communication needs of diverse audiences.

Comcast Spotlight, Philadelphia, PA

**Training and Development Professional**

**2005 – 2007**

Designed, developed, and delivered learning tools through a variety of online methods including asynchronous web-based training and online help documents. Maintained and updated existing online training materials and intranet site.

Slack, Inc., Thorofare, NJ

**Web Editor**

**2005**

Planned and prepared a wide variety of material for online dissemination including proofreading and editing text, images, and HTML. Maintained quality and consistency of content for online books, periodicals, and peer-reviewed journals.

Florida State University, Tallahassee, FL

**Communications and Training Assistant (ERP)**

**2003 – 2004**

Designed and maintained informational web site dedicated to campus-wide PeopleSoft implementation. Assisted with updates of printed and web-based training materials. Provided additional support for all communications and training team projects.

Comcast Cable, Philadelphia, PA

**Writing Coordinator (Learning and Development Intern)**

**2002 – 2003**

Edited, proofread, and formatted technical training manuals. Carried out web-research to locate graphics, information, and other data. Adjusted photographs and created graphics for web and print. Tested web-based training for proper navigation, flow, and general quality.

**CONFERENCE PRESENTATIONS**

*"Technology, Effectiveness, and Content (TEC) Certification Model for Online Instructors"*

e-Poster Presentation at Distance Teaching and Learning in Madison, WI

**2013**

*"Canvas in a Different Light: How ESC Uses Canvas for More than Just Courses"*

Presentation at InstructureCon in Park City, UT

**2012**

*"Bright Ideas from Edison State: Spotlight on our Favorite Features"*

Presentation at CanvasCon in Washington, D.C.

**2011**

## **MEMBERSHIPS**

Association for Educational Communications and Technology (AECT)  
American Society for Training and Development (ASTD), Southwest Florida Chapter Board Secretary  
Instructional Technology Council (ITC)  
National Institute for Staff and Organizational Development (NISOD)  
The North American Council for Staff, Program and Organizational Development (NCSPOD)  
The Professional and Organizational Development Network in Higher Education (POD)  
The Sloan Consortium (Sloan-C)

## **AWARDS AND CERTIFICATIONS**

MBTI® Certified Practitioner  
President's Award for Staff (Drexel University, 2009)

## **TECHNICAL SKILLS**

Adobe: Acrobat, Audition, Captivate, Connect Pro, Dreamweaver, Flash, Photoshop, Premiere, Presenter  
Articulate: Engage, Presenter, Quizmaker, Storyline, Video Encoder  
Learning Management Systems: Blackboard (Academic Suite, Vista, and Learn), Instructure Canvas, Moodle  
Other: ActionScript, Audacity, Camtasia, CSS, FTP, HTML, Microsoft Office and Project