

Melinda James

learning technology
and design

M | J



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11087 RIDGE FOREST COURT, SAINT LOUIS, MO 63126

EDUCATION

Master of Science, School of Information Science and Learning Technologies

University of Missouri / Columbia
Emphasis / Learning Technologies and Design

Anticipated Summer 2022

Bachelor of Science, Secondary Education

University of Missouri / Columbia
Emphasis / English Language Arts
1997 *cum laude*

CERTIFICATION

Missouri Department of Elementary and Secondary Education

Career Teaching Certificate

- English (7-12)
- Mild to Moderate Cross Categorical Special Ed (K-12)
- Reading (K-12)

OBJECTIVE

Seeking a professional opportunity to combine my corporate human resource and classroom education experiences toward a shared mission to

EXPERIENCE

English Language Arts, Special Education Teacher

Windsor Middle School / Jefferson County / 2013-2020

- Apply backward design principles to develop learning experiences focused on course goals and competency-based student assessments
- Communicate in a constant, timely, and constructive manner with all internal and external partners
- Adapt learning opportunities for students of varying abilities
- Continuously create and update multi-modal learning (i.e. audio support, visual elements, and interactive learning activities)
- Develop electronic assessments, allowing immediate student feedback and adaptive learning opportunities
- Incorporate educational and assistive technology in learning design (i.e. visual strategies, dictation and screen reading programs, instructional and interactive videos with closed captioning, electronic forms and surveys, and Google Classroom Learning Management System)
- Design and implement formative, summative, and evaluative data to determine growth targets, student progress, and course effectiveness
- Collaborate with students, parents, and education partners in creating Individualized Education Plans, requiring evaluating the learner's needs, recommending learning methods and environments for the student, and setting goals with specific and measurable outcomes
- Maintain and report quarterly progress to parents, continuously evaluating IEP effectiveness, amending as necessary
- Maintain impeccable integrity and confidentiality in student records
- Perform additional responsibilities as part of the hand-selected Behavior Intervention Specialist team and the co-sponsor of WMS Robotics Club 2017 - 2020

RECOGNITION

Teacher of Distinction

Windsor Middle School

2017

Rising Star

National Education Association /

Windsor Middle School

2014

REFERENCES

Christin Greenlee

Director of Special Services /

Windsor C-1 School District

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Angie Fears

Speech Language Pathologist,

Gifted Learner Teacher /

Windsor C-1 School District

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Matthew Mell

Director of Sourcing and Business

Development / ifiGOURMET

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EXPERIENCE CONTINUED

Human Resource Administrator / Payroll & Benefits Specialist

Whole Foods Market / Town and Country / 2008 - 2013

- Responsible for job postings, recruitment, screening, interviewing, onboarding, and orientation of new hires
- Facilitated successful recruitment, staffing, and training of store opening team
- Educated and guided compliance on relevant regulatory rules and standards including Occupational Safety and Health Administration (OSHA), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA)
- Provided ongoing HR training to team members and team leaders: hiring practices; compliance; benefits; payroll processing and reporting
- Implemented departmental peer representative group to proactively address team member concerns
- Planned and coordinated team member appreciation events
- Maintained confidentiality in employment records

In-Store Educator

Whole Foods Market / Richmond Heights / 2007-2008, 2001-2002

- Developed and implemented training programs for 180+ team members in a fast-paced environment under stringent deadlines
- Created quarterly product knowledge education program - Taste of the Season and increased attendance 49% in one quarter
- Analyzed needs for succession training to ready the next generation of leaders as the market prepared to open a second location
- Planned and executed multi-level succession training (Associate Team Leader University, Buyer's Training, and Supervisor Training programs)
- Created safety, customer service, product knowledge and department-specific training sessions on an ongoing basis

Associate Customer Service Team Leader

Whole Foods Market / Richmond Heights / 2002-2007

- Developed shift guidelines and training manuals for Team Member and Supervisor roles to support individual growth and team success
 - Conducted interviews, hiring, training and review of new hires to maintain 40+ team member base
 - Planned staff meetings complete with agendas, enrichment training, team building activities, awards and appreciations
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EDUCATIONAL TECHNOLOGY

Google (Gmail, Slides, Sheets, Forms, Sites, Drive, Classroom Learning Management System), Microsoft Office (PowerPoint, Word, Excel), basic Adobe skills (Photoshop, Premiere, Audition, Captivate Rapid eLearning Development Tool), working knowledge of HTML5 and CSS3, interactive whiteboard using ActiveInspire, screen capture, educational applications (Prezi, Kahoot, Quizlet, EdPuzzle, PowToons, Reading Plus, No Red Ink)