

MELISSA ANN WOOD

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20+ years of experience in creative arts across both digital media and print media platforms working with diverse clients ranging from Fortune 500 companies to Grammy Award Winners. Special emphasis on conceptual design and communication goals, high attention to detail, project management and business development.

SKILLS

- Creative Strategies
 - Corporate Identity/Branding
 - Project/Team Management
 - UX/UI Design & Development
 - Adobe Creative Suite
 - Studio Art/Photography
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APPLICATIONS

Adobe Creative Suite (Photoshop, Illustrator, InDesign, Muse, Animate, After Effects, Lightroom, Premiere), Microsoft Office, Articulate Storyline, G Suite, Zoho, WordPress

PROFESSIONAL EXPERIENCE

IGNITE SYNERGY INC, Austin, TX

Chief of Staff & Creative Director, 04/2018 to Current

- Providing the communication framework for customers, employees, and executives
 - Leading the culture of the company
 - Providing oversight and guidance to projects of high importance
 - Assessing inquiries directed to the CEO, determining the proper course of action and delegating to the appropriate individual to manage
 - Acting as the communication arm for the CEO with other executives in the organization, clients or major stakeholders
 - Directing all creative endeavors
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WOOD SQUARED, Austin, TX

Co-Owner/Artist/Creative Arts Consultant, 05/2016 to Current

- Currently contracting with organizations as project manager and designer of award-winning learning campaigns
- Designing and developing print and web media. Recent design work can be viewed at www.woodsquaredart.com.

ABINTRA MONTESSORI SCHOOL, Nashville, TN – *School for Early Childhood – Middle School*

Arts Coordinator/Upper School Art Guide, 09/2010 to 05/2016

- Implemented and curated an Art gallery of students' work throughout the school year
 - Directed a nationally award-winning yearbook staff
 - Managed the Arts budget: materials for all classes, visiting artists, field trips, etc.
 - Photographed, edited and managed sales of school photos of students/classes
 - Devised and implemented a music program and an art program for Early Childhood students
 - Collaborated with local artists and classroom teachers to integrate art into the classroom studies
 - Assisted with branding and marketing: creating letterhead, ads, labels, t-shirts, etc.
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MAJMEDIA, INC., Nashville, TN – *Full-service multimedia company specializing in eLearning.*

Co-Owner/Multimedia Director, 01/2005 to 02//2010

- Designed, developed and managed innovative, user-friendly on-line courses for training the employees of various companies including Fortune 500 Citigroup and Sodexo. The courses consisted of state-of-the art design and technology implemented into graphic user interfaces, animation, audio, and video.
 - Designed, developed, and managed cutting edge websites and print media for clients ranging from Grammy Award winning musicians to Fortune 500 companies
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JUST1WORD, Nashville, TN – *On-line interactive Bible for youth*

Creative Director, 01/2005 to 02/2007

- Recruited, directed and managed a team of designers and programmers for creating a multifunctional, interactive, online Bible
 - Devised and developed marketing plans to attract users, donors, and collaborators
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CEREDIGM, INC., Cary, NC – *Full-service multimedia company*

Sr. Account Manager & Lead Designer, 07/2000 to 06/2001

- Designed and developed state-of- the art websites and e-Learning courses implementing cutting-edge graphic user interfaces, animations, audio and video
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STRATEGIC RESOURCE SOLUTIONS, Cary, NC – *A subsidiary of Progress Energy and innovator in integrated, web-based energy and facility management solutions*

Graphic Artist & Animator, 07/1997 to 07/1998

- Created graphics for the sales teams to use in presentations
- Created 3D renderings and animations of prototypes designed by industrial designers

PROJECTS

THE FEVEN PROJECT, Ethiopia, Africa & Nashville, TN

Co-Founder, 01/2001

- Co-founded a non-profit that provided aid to sick and single mothers in Ethiopia
 - Liaison between the director in Ethiopia and the Nashville team
 - Managed sponsorships
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VOLUNTEER

ALL SAINTS PRESBYTERIAN CHURCH, Austin, TX

Commissioned Deaconess & Art Gallery Curator, 06-16 to Current

THE MOCHA CLUB, Nashville, TN

Ethiopia Trip Team Leader, 06 to 12/2010

EDUCATION

MEREDITH COLLEGE, Raleigh, NC

Bachelor of Art, 12/2000

- Concentrations: Photography & Graphic Design

SPEOS PHOTOGRAPHIC INSTITUTE, Paris, France

06 to 07/2000

- Certifications: Photojournalism & Commercial Photography
 - Studied under Georges Fevra (master printer for Henri Cartier-Bresson)
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PORTFOLIO & REFERENCES ON REQUEST