

MICHAEL T. MEAD

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EDUCATION

USA UNIVERSITY, Metro, CO
Bachelors of Science, Instructional Technology, May, 2008
Major G.P.A. 3.04

PROJECTS/ACHIEVEMENTS

- **Evaluation Assistant:** Designed, produced, and implemented summative evaluation for government-funded tobacco education program.
- **Brochure Design:** Developed page layout of brochure for Devol photography studio.
- **Interactive Multimedia:** Authored several applications, utilizing Macromedia Director.
- **Videos:** Wrote and directed music video. Currently writing and directing mini-documentary based on aviation training
- **Training Prototype:** Currently, in the production of full-scale analysis, design, and development of instructional training prototype for the Teachers Learning Program on campus.

COMPUER LITERACY

- PC and Macintosh applications
- Macromedia Director - Interactive multimedia and Internet authoring software
- Microsoft Word 8.0, Power Point, Publisher
- Front Page 98 - Web site design
- Quark Xpress - Page layout design
- Adobe Photoshop 4.0

WORK EXPERIENCE

Manager/Cook, PARADISE GRILL, Metro, CO 2006-2008

- Supervised staff of four cooks and seven waitresses
- Facilitated kitchen, bar, and eatery
- Provided efficient and courteous service to clientele
- Calculated inventory and cost effectiveness of product sale

Manager/Cashier, FUGI FARMS, Junction, CO 2000-2005 (Summers)

- Managed a seasonal produce market
- Oversaw sales and distribution of product
- Initiated bonus system that increased average daily net profit by 10%
- Calculated product inventory and product purchase
- Maintained a friendly environment for a business based on return customers

REFERENCES

- Available upon request.