

Career Summary

In the past, I have worked as a senior instructional designer writing, developing, and delivering training and instructional materials for Universities, educational companies, and Fortune 500 companies but I left the corporate world about ten years ago to raise our son and pursue some other interests. During this time, I wrote and self-published two books, tried entrepreneurship, volunteered for many organizations, and organized apps/websites for teams and organizations.

I am looking to return to my instructional design roots as I do love the creative process of designing instruction and education in all of its forms. My superpowers are understanding quickly and getting right to work, taking knowledge from subject matter experts and chunking it into easy to eat bites, creating engaging educational experiences, and forging a path through a process that has not yet been created. I love to learn and that keeps this job fresh for me as I have learned so many different things from spacecraft charging for NASA to financial management for car dealerships to spiritual wisdom to how to teach online.

Experience

Digital Media Entrepreneur

MelindaPajak.com, San Diego, CA

July 2010 – present

- Wrote, researched, and self-published two books: **My Missing Aunt** and **Be the Dolphin: How to Live a Heart-Centered Life**. Held an Author Event at Warwick's Books in May 2017.
- Created videos, an online course, a website, and a blog. Taught myself how to record audio, edit it, and post podcasts online to promote my books. Taught myself Squarespace to set up a store and a blog.
- Took business classes, developed a business idea, wrote a business plan, and pitched it to investors.
- Began a Certificate in Positive Psychology from the University of Pennsylvania. Attended two conferences at the Western Positive Psychology Association at Pomona College.
- Founded an online wisdom school, recorded instructor videos, and created courses on Teachable.com. Taught myself to be a videographer, edit video, and publish it to the Internet. Helped other wisdom teachers create online courses adding learning objectives and chunking content effectively.

Real Estate Developer/Property Manager

MelindaPajak.com, San Diego, CA

June 1999 – present

- Bought, upgraded, maintained, and managed a five-unit property in Hillcrest learning all the parts of being a property manager with my partner and husband.
- In 2022, we sold that property and bought 2 properties which needed upgrades and remodeling. I oversaw all of the paperwork and financial details needed to sell the first property, get loans, and buy two more properties.
- For the remodel, I set a budget, a timeline, and set up professionals to do all of the work at both properties. I turned around the first property in 10 days and moved in 4 renters. The second property needed a whole new kitchen and laundry room so the work lasted several months. We are now fully rented and profitable.

Melinda Pajak

San Diego, CA
melpajak@gmail.com • 858-335-2112

Senior Instructional Designer

Kratos Defense and Security, San Diego, CA
June 2010 – August 2010

- Wrote web-based training on satellite communications for the U.S. Navy.
- Worked with subject matter experts and reviewed technical manuals to make training modules easy to understand and easy to learn. Wrote trainer guides, assessment sheets, and guides.

Instructional Design Consultant/Trainer

University California San Diego Extension, San Diego, CA
July 2006 – May 2010

- Designed, developed, and delivered stand-up training on how to teach online using Blackboard. This included how to use the content management system, instructional design basics, and best practices for teaching online.
- Conducted needs assessments, outlined and developed content, and wrote training materials to support the face to face training. Materials included manuals, PowerPoint presentations, handouts, and job aids.
- Reviewed and recommended software/web-based tools for instructors to use in their online courses.
- Developed and delivered webinars on Adobe Connect about online learning.
- Developed customized training for staff that included PowerPoint presentations, training manuals, job aids, and handouts. Encouraged the adoption of new technologies.

Educational Multimedia Designer

MindCastle Interactive Designs, San Diego, CA (self-owned consulting business)
March 1995 – June 2006

- Conducted needs assessments, interviewed subject matter experts, outlined and developed content, designed interfaces, and wrote training materials for electronic delivery via the web.
- Past clients include the Internal Revenue Service, Peregrine Systems, Inc., American Honda Motor Co., NASA, Qualcomm, Rokenbok Toy Company, First American Financial Corporation, Harcourt School Publishers, Glencoe/McGraw-Hill, and The Lightspan Partnership, Inc.
- Designed, developed, and marketed SanDiegoWeddings.com, an online resource for couples getting married in San Diego until we sold it in 2002.

Other Experience

Manager of Online Content Design

Verde Communications, Inc., San Diego, CA
December 1996 – April 1997

Educational Game Designer

The Lightspan Partnership, Inc., San Diego, CA
1994 – 1996

Education

San Diego State University, San Diego, California

- Master of Arts in Educational Technology with emphasis in instructional design

University of California, Los Angeles, California

- Bachelor of Arts in Psychology

Software Skills

- Advanced skills in MS Office, Google Drive, HTML, Adobe Photoshop, Adobe Connect, Adobe InDesign, iMovie, Camtasia, JING, Audacity, Zoom, Teachable, and Blackboard (learning management system). Familiarity with deploying sites on UNIX-based hosting services and blogs using FTP applications. Knowledge of online selling platforms, SquareSpace website development, RSS feeds, and podcasting. Familiarity with QuickBooks and online social media sites like Facebook, YouTube, Twitter, and Instagram.

Volunteering

- Taught workshop on Happiness to Seniors at Oasis Center— March 2020
- Booster Club Volunteer and Team Photographer at Son's High School—2016-2019
- Information Officer and Team Parent for North Park Little League—2010-2015
- Technology Mom for Club Soccer Organization—2016-2017
- Volunteer at Feeding America—2016
- Wrote articles for University Heights Community Newspaper—2016
- Taught Mindfulness Practices to Kids in Schools—2017