MELANIE PANEM

Operations Manager | Creative & Scaling Solutions Consultant

📍 Located: **Las Vegas, Nevada, USA**
✉️ E-mail: **melaniepanem@pm.me**
💼 Portfolio: **https://melaniepanem.com**
🟦 Linkedin: **https://www.linkedin.com/in/melanie-lynn-panem**
💻 Github: **https://github.com/melanierosson**
❤️ Yelp: **https://wellmel.yelp.com** (17-Year Yelp Elite)

Professional Training & Development

2025 - Startup Week, Las Vegas by StartupNV: Startup & Small Business Conference

2025 - Rare Evo: A Blockchain Conference

2025 - Jess Ekstrom's Mic Drop Workshop: Women's Training & Networking for Speakers

2020 - Wonder Women in Tech: Females in Technology Inclusivity Conference

2019 - Create & Cultivate: Women's Entrepreneurship Conference

2019 - Sustainable UX: User Experience & Environmental Impact Conference

2018 - Block Show: A Blockchain Conference

Certifications

ISSUED JUNE 2024

Chainlink Bootcamp April 2024

Certificate of Completion: Chainlink Labs
Credential ID 7140754

COMPLETED JANUARY 2024

UX Practitioner Training

Baymard Institute: UX Research Insights - B2C Retail / E-Commerce

ISSUED OCTOBER 2019

Accessibility: How to Design for All
User Research: Methods and Best Practice

IxDF: Interaction Design Foundation
Credential ID 56703

ISSUED MAY 2018

Certificate: Web Design
Certificate: Web Development
Certificate: Computer Programming

West Valley Mission College: Santa Clara, California

Skills

Management

- AI Prompting / Generative AI / Task Automation
- Microsoft Office / G Suite, including Excel / Sheets
- Delegation / Communication

Design/Marketing

- Figma design / Sketch / Canva
- Adobe XD / Photoshop / InDesign / Illustrator
- Multiple instagram micro influencer accounts
- Online content creation experience
- Google Analytics / Crazyegg
- Wordpress CMS / WooCommerce
- Contentful CMS / Drupal CMS / Builder.io CMS
- Framer Animated Website Builder

Development

- HTML5 / SCSS / CSS
- Microsoft Visual Studio Code / Sublime
- Vanilla JavaScript / JQuery / ECMA 6
- Git Version Control / Command Line / VIM
- Bootstrap / Foundation CSS Frameworks
- Atlassian Jira / Confluence / Bitbucket
- Studying React JavaScript / Python / PHP

Professional Experience

MAY 2025 - PRESENT

Craigmyle Legal Nursing DBA InVision Life: Remote - *Operations Manager*

- Optimizing team processes and creating customized, secure data sheets to manage operations and track metrics.
- Researching and testing HIPAA-compliant tools, techniques, and AI to support team efficiency and company streamlined structure.
- Training current employees and creating knowledge sharing documentation + tutorial videos to support organization's onboarding and scaling efforts.

DECEMBER 2020 - PRESENT

MPowheard: Remote - *Creative & Scaling Solutions Consultant*

- Consulting agency that offers multidisciplinary services across management, design, development, and marketing.
- Previous clients include **Quicken**, **Mil's Diner**, and **Detailed by Panem**

AUGUST 2019 - APRIL 2021

Credit One: Las Vegas, Nevada - *Interactive Web Development Specialist*

- Developed customized web solutions for corporate requirements, utilizing HTML, SCSS/CSS, JavaScript, JQuery, Foundation, and PHP.
- Demonstrated ability to manage multiple tasks while remaining adaptable/flexible.
- Partnered on a UX project to improve efficiency and ease of access to customer support documentation across customer services portal on Microsoft SharePoint.

JANUARY 2018 - JULY 2019

ReCollect Systems: Remote - *Product Designer*

- Ensure ReCollect products have an intuitive user experience through data driven interface design.
- Implemented WCAG AA accessibility standards into design processes and workflows.
- Modified and refined designs using working models and prototypes that conform with customer specifications, production limitations, and changes in design trends.
- Documented detailed specifications for frontend engineers to implement designs.

OCTOBER 2013 - NOVEMBER 2017

RealPage / On-Site.com: Campbell, California - *Document Design Engineer*

- Created and maintained dynamic applications, leasing documents, and landing pages using XML, HTML, CSS, SQL, Javascript, Java, and GIT.
- Organized multiple development projects concurrently while meeting tight deadlines.
- Partnered on creating reusable script snippets for the team to utilize across workflows.
- Partnered on specific UI/UX projects, including a client-facing forms web tool as well as a JIRA API-based internal company statistics website.

Teaching Experience

JUNE 2020–DECEMBER 2021

LinkedIn Learning, Remote - *Online Instructor*

- Created instructional content and video courses for LinkedIn/Lynda Learners.
- Synthesized and converted concepts and technical information into clear terminology and materials for students.
- Promoted creativity through hands-on projects that encourage problem solving.
- January 2021: Create a Quick, Clean, and Cheap Website with Bootstrap Templates
- September 2021: Ditch Your Git GUI: Customize Your Terminal

Education

MAY 2018
Associates of Science - *Graphic Design*

West Valley Mission College
Santa Clara, California

JANUARY 2010
Bachelor's of Arts - *Psychology*

San Francisco State University
San Francisco, California

Professional Associations

Current - Mic Drop Club
Current - Tech Ladies
Current - Psi Chi Honors Society
Past - Interaction Design Foundation
Past - AIGA

Honors & Awards

January 2010: Magna Cum Laude - San Francisco State University
2006 - 2010: Dean's Honors List - San Francisco State University