

Resume for Melanie Rubin

Chronological Summary of Employment

melanierubincoaching.com and Flying Heart Consulting,

Portland, OR and Albuquerque, NM, Fall, 1999 to the present.

Personal and professional coaching practice working with individuals and groups in focus areas including: career transition coaching, small business coaching, and personal coaching.

Flying Heart Productions, Portland, OR and Albuquerque, NM January, 1999 – December, 2002.

Self-owned and operated video production company. Clients and projects have included:

- **KNME-TV,** Albuquerque, NM, June, 2001 – December, 2002.
Produced two multi-part series of documentary and promotional shows about interesting and innovative educational programs at the University of New Mexico.
- **Oregon Public Broadcasting,** January, 2000 – May, 2001.
Produced six short segments for the arts & culture show “Oregon Art Beat”: one on the Portland Opera’s production “Carmina Burana”; one on the Eugene Symphony’s production “Flamenco!”; two on the Oregon Bach Festival; one on the modern dance company “BodyVox”; and one on “The Spirit of Time” symphony.
- **Girls Initiative Network of Multnomah County,** Fall, 1999.
Produced a 20-minute motivational video for a weekend-long girls conference in Multnomah County. Taught girls ages 8 – 18 how to videotape and edit documentary programs.

Freightliner, Corporation, Portland, Oregon, July, 1999 – August, 2000

Researched and wrote Web-based training modules for new employees.

Portland State University, Portland, Oregon, Fall, 1999.

Presented the seminar “Producing a Training Video” for a course in designing instructional materials.

Creative Media Development, Portland, Oregon, September, 1997 – December, 1998.

Wrote, co-developed and/or delivered Web sites, needs assessments, focus groups, and training manuals for United Airlines, Unilever, Best Foods, Unisys, and Toyota. Project managed the Y2K information campaign at Merck Pharmaceuticals. Provided script input and wrote the workbook for a training package called “Are You With Me?” about telephone answering skills, published by Creative Media Publishing.

Productivity, Inc., Portland, Oregon, July, 1995 – March, 1997.

Produced an instructional video and trainers’ guide package for Ford Motor Company. Developed a training program for Hoechst-Celanese Corporation.

Productivity Press, Portland, Oregon, Spring, 1996.

Created the instructional design for a new series of books for manufacturing shop floor workers, and wrote the first book in the series.

Health Care Coalition, Portland, Oregon, August, 1993 – June, 1995.

Co-developed and delivered trainings for hospitals in methods for continuous improvement, and co-facilitated organizational development interventions at St. Charles Medical Center in Bend, Oregon.

Digital Equipment Corporation, Maynard, Massachusetts, August, 1992 – April, 1993.

Co-developed and conducted an international needs assessment for the LGS consulting division.

Productivity Press, Cambridge, Massachusetts, July, 1990 – February, 1992.

Wrote and produced a 3-video training set including a student workbook and facilitator’s guide.

David Smith Productions, Cambridge, Massachusetts, November, 1988 – December, 1990.
Co-produced video and slide programs for training, education, and public information for clients such as Interleaf, Inc., the Cambridge Partnership for Public Education, Lesley College, and Learningways, Inc.

Ondras Associate Architects, Inc., Somerville, Massachusetts, October, 1987 – May, 1988.
Designed the keying layout and coordinated signage for a 110,000-sq. ft. university building.

Rudi Foods, Inc., Woburn, Massachusetts, January – June, 1986.
Acted as the owner's representative for the construction of a 4500-sq. ft. restaurant.

Otter Lake Conservation School, Greenfield, NH, September – December, 1981.
Taught in the residential environmental education program for 5th and 6th graders.

Internships in Energy and Environmental Policy:

- **Lawrence Berkeley Laboratory**, Berkeley, California, Summer, 1984.
- **Energy, Conservation, & Power Subcommittee**, U.S. House of Reps, July – Aug, 1983.
- **Friends of the Earth**, Washington, D.C., January – May, 1982.
- **R.I. Department of Environmental Management**, Providence, Rhode Island, Jan – May, 1981.

Education

Coach University, Virtual University based in Colorado, June, 2001 to April, 2004.
Completed coaching certification training program.

University of Massachusetts, Boston, Massachusetts, September, 1991 – December, 1993.
Completed the Masters of Education in Instructional Design.

Massachusetts Institute of Technology, Cambridge, MA, September, 1987 – May, 1989.
Completed the first year in the Masters of Architecture program.

Boston Architectural Center, Boston, MA, February, 1985 – December, 1986.
Completed several courses in their architectural certification program.

Brown University, Providence, Rhode Island. Bachelor of Arts, May, 1985.
Graduated with honors, Phi Beta Kappa and Magna cum Laude.

Multi-Media and Video Related Education From Various Training Programs Including:

Portland State University, Portland, OR; Northwest Film Center, Portland, OR; Anthropology Film Center, Santa Fe, NM; Cambridge Community Television, Cambridge, MA; Boston Film & Video Foundation, Boston, MA; Emerson College, Boston, MA; Bunker Hill Community College, Charlestown, MA.