

MELISSA MOTT

SKILLS & ABILITIES

- Computer Knowledge using Microsoft Word, Excel, Access, PowerPoint and AutoCAD.
- Excellent interpersonal communication skills.
- Able to lead and direct.
- Good written and verbal presentation skills.
- Pay attention to detail.
- Concerned with quality.
- Good customer service.
- Have a high level of mechanical ability.

EXPERIENCE

Mississippi State University (Center for Advanced Vehicular Systems)
200 Research Park
Starkville, MS 39759

Dates Employed

3/2008 – Present

Title or Position: Research Associate II (ENG)

Description of Work/ Skills

- Responsible for all aspects of the Engineering Mechanics Laboratory including equipment, supplies and software.
- Provide training to students and Researchers on the correct use of lab equipment such as, Electromechanical material testing machines (Instron), Servo-hydraulic material testing machines (MTS and Instron), Gleeble, Rockwell, Vickers, and Brinell Hardness testers, Particle Size Analyzer, and analytical machines (DMA, DSC, TGA, FTIR, and Dilatometer).
- Proficient in using Bluehill 2, MPT 793, and other software used on all the testing machines.
- Responsible for the ordering of equipment and parts that are needed in the day to day operation of the machines.
- Schedule lab or equipment time for Researchers and Students.
- Provides guidance regarding equipment operation to customers and equipment operators.
- Uses all hand tools and sets up and uses standard machine tools. Uses common laboratory measuring, calibrating, and test equipment.
- Performs complex maintenance and repair work on equipment; inspects defective electronic equipment to determine malfunction; reads and interprets schematic diagrams, logic charts, drawings and sketches and manufacturers manuals; uses computer diagnostics to isolate area of malfunction; interfaces digital equipment with the computer and programs equipment and diagnostics functions.
- Plan and schedule maintenance, calibration and service on the equipment and machines.
- Maintain documentation on the equipment, supplies and software.
- Responsible for purchasing lab supplies and equipment and preparing purchase requests.

- Maintain industry standards and safety regulations for handling and disposing of test samples.
- Contact vendors for troubleshooting purposes.
- Preparations for sending out equipment for repair and calibration.
- Deal with the normal everyday problems of broken machines, fixtures, and tools.
- Write operation manuals for the machines and keep them up to date.
- Test for Researchers and outside companies when necessary.

Mississippi State University (ICET)

205 Research Park
Starkville, MS 39759

Dates Employed

1/2001 – 5/2007

Title or Position: Calibration Technician, Laboratory Technician

Description of Work/Skills

- Establish and maintain a master list/calibration log.
- Conduct calibration of all equipment. Maintain calibration records.
- Clean, sterilize, and maintain laboratory equipment and work areas.
- Prepare samples for testing and analysis.
- Weigh, analyze, and measure ingredients used in testing.
- Record and compile test results.
- Prepare charts, graphs, and spreadsheets.

Oktibbeha County Hospital

400 Hospital Road
Starkville, MS 39759

Dates Employed

08/2000 – 01/2001

Title or Position: Data Processing Operator

Description of Work/Skills

- Used the AS400 Database Program.
- Transferred data from paper formats into database systems.
- Typed in data provided directly from customers or other parties.
- Created and manage spreadsheets with large numbers of figures.
- Verified data by comparing it to source documents.
- Update existing data
- Produced reports.
- Retrieved data as requested.
- Performed regular backups to ensure data preservation.
- Sorted, organized and stored paperwork after entering data.
- Provided Computer support to all departments.

East Mississippi Community College

Frontage Road
Mayhew, MS

Dates Employed

08/1998 – 05/1999

Title or Position: Adjunct Instructor

Description of Work/Skills

- Taught the following classes along with their labs as assigned:

- AC/DC Circuits, Electrical Power, Solid State Devices & Circuits, and Commercial and Industrial Wiring.
- Prepared for class starts by organizing student material (lesson/unit plans) and textbooks.
- Presented material in an engaging and positive fashion.
- Maintained a classroom environment conducive to learning
- Responded to student communication within 24-48 hours
- Graded all assignments submitted by students within a timely fashion
- Maintained a cheerful, enthusiastic, positive attitude.
- Maintained student records and grades.
- Organized and present subject matter in a meaningful way to students.
- Demonstrated a thorough understanding of the subject.
- Communicate with students on the goals, objectives, and expectation of the course.
- Assigned learning activities which promote understanding of the course content.
- Kept accurate records of attendance and grades and submitted all reports and other requested information promptly and accurately.

Mottimorphic Graphics and Design

Home owned business

Dates Employed

09/1993-12/2008

Title or Position: Business Manager

Wyle Laboratories

7800 Governors Blvd

Huntsville, AL 39759

Dates Employed

From:05/1983 – 09/1993

Title or Position: Senior Test Specialist

Description of Work/Skills

- Instrumentation, Controls and Data Acquisition in support of NASA's Space Shuttle Solid Rocket Motor Redesign and Advanced Solid Rocket Motor programs at Marshall Space Flight Center.
- Support of the SRB O-Ring Seal and Joint Heater Test. Performed primary fabrication, installation, maintenance, troubleshooting, repair and testing of control systems.
- Install test stand instrumentation and associated cables and wires.
- Troubleshoot, repair, and calibrate instruments.
- Supervise and train entry-level technicians.
- Provide data acquisition support at Marshall Space Flight Center for NASA Propulsion Lab test programs.
- Operate digital data acquisition system from pre-test setup through post data processing.
- Supervise and trained digital data system operators.
- Provide test support to Electromagnetic Interference and Seismic test labs at Wyle Laboratories.
- Provide EMI emissions and susceptibility testing as required by MIL-STD-461 and 462.
- Build electrical test setups, instrument test specimens, operate EMI and Seismic DAS systems.

EDUCATION

Mississippi State University
Starkville, MS 39759
BS in Industrial Technology – Automation
Magna Cum Laude
GPA: 3.65

Graduate studies in Industrial Engineering, Mississippi State University, 2015

Alabama Technical College
Gadsden, AL 35904
AS in Electronics Technology
Graduated in March 1983
GPA: 3.26

Emma Sansom High School
Gadsden, Alabama 35904
Graduated in 1980

HOBBIES

Reading, Spending time with family, and Taekwondo.

REFERENCES

Dr. Hongjoo Rhee
Associate Director
Center for Advanced Vehicular Systems
200 Research Blvd.
Starkville, MS 39759
Office - (662)325-9221
hrhee@cavs.msstate.edu

Stephen J. Horstemeyer
Laboratory Manager
Center for Advanced Vehicular Systems
200 Research Blvd.
Starkville, MS 39759
Office - (662)325-3685
sjhorst@cavs.msstate.edu

Robert Malley
Research Associate I
Center for Advanced Vehicular Systems
200 Research Blvd.
Starkville, MS 39759
Office - (662)325-5588
malley@cavs.msstate.edu