

Melissa A. (Missy) Conner

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PROFESSIONAL EXPERIENCE

Carpe Diem Community Solutions, Panama City, FL

2018 to Present *Public Information Specialist*

- Coordinate public involvement for FDOT D3 projects as assigned
- Public Information Specialist for State Road (S.R.) 79 construction project, with expected completion fall 2019
- Develop Public Information Programs (PIPs) and Community Awareness Plans (CAPs), which have included:
 - Santa Rosa County Navarre Community Access Road Feasibility Study PIP
 - Welaunee Northeast Gateway Phase 1 PIP
 - State Road 373 Orange Avenue PIP
 - U.S. 98 Multi-Lane Reconstruction in Bay County CAP

Florida State University, Panama City, FL

2002 to 2018 *Director of Student Affairs & Enrollment Management*

- Administered branch campus student services, activities, financial aid, veteran's affairs, and admissions & records
- Provided an average of 15 to 20 different services through the Office of Student Affairs
- Formulated and administered 23 annual departmental budgets for campus services and activities
- Coordinated with other campus departments for overlap services and enhancements
- Created a comprehensive Enrollment Management team by incorporating what had been a separate Admissions & Records department to better recruit, serve, and retain students
- Supervised and evaluated an average of 16 employees
- Served as one of the campus advisors for compliance requirements as prescribed by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS)

Gulf Coast Community College, Panama City, FL

1998 to 2010 *English Skills Manager, Adjunct English Instructor*

- Instructed classes in Introduction to Public Speaking, both in the classroom and online
- Developed the first hybrid and the first fully online Introduction to Public Speaking courses for the college
- Instructed college prep courses in reading comprehension and writing
- Developed and conducted 2 technical writing courses through the Office of Lifelong Learning for local defense contractor engineering personnel training
- Tutored in all areas of English, to include writing, reading, and literature
- Trained as a public forum moderator and Kettering Foundation public issues framer through GCCC's national award-winning Citizen Leadership Institute's Public Policy Institute
- Moderated and framed over 30 community forums in areas such as the Bay County Florida Community Health Taskforce, the Better Bay County Twenty Year Visioning Plan, Bay County Land Use, Redistricting: Representing Bay County's "Community" of Concerns, Homelessness in Bay County, the League of Women Voters Candidates' forums, and other area land use and visioning projects
- Served as trainer for several of GCCC's Public Policy Institutes
- Represented the Citizen Leadership Institute as one of only 12 moderators for the 2003 National Issues Conference held in Philadelphia which culminated in a broadcast on PBS with Jim Lehrer.

United States Army

1983-2003 *Ordnance (Ammo) Officer*

- Served nearly 10 years active duty and 11 in the reserves; achieved rank of Major
- Stationed in both the United States and Europe
- Taught Reserve Officers Training Corps (ROTC) junior-year cadets at the University of California Davis
- Deployed to Operation Joint Endeavor (Bosnia) as a mission-specific logistics officer

EDUCATION & CERTIFICATION

Master of Science, Mass Communication, *Florida State University*

Bachelor of Science, English Education, *Virginia Commonwealth University*

Deliberative Democracy & National Issues Forum moderator, *Kettering Foundation & GCCC Public Policy Institute*

Naming & Framing developer & facilitator, *Kettering Foundation*