

Michael Saloka

Summary

Highly motivated and dedicated professional acknowledged for sound decision-making abilities, analytical skills, business acuity, and problem solving skills. Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes. Equipped with excellent written and verbal communication skills to effectively establish and foster customer, vendor and employee relations. Able to work well both independently and as part of a productive team, demonstrating the prioritizing and multitasking abilities required to meet demanding deadlines while maintaining the highest of standards. Focused ability to consistently accomplish objectives through organizational talents, keen attention to detail and meticulous follow through. Successful track record in expertly handling multiple demands consecutively.

- Excellent decision making and creative problem-solving skills and an ability to identify issues and recommend solutions
- Articulate and proactive, combines a professional and confident approach with excellent interpersonal skills
- Possess extensive and superior management, leadership and supervisory expertise
- Demonstrated team management skills in the areas of hiring, training, and performance evaluations
- Skilled at learning new concepts quickly, working well under pressure
- Hardworking and full of energy; flexible; adapt easily to change of environment and work schedule
- Maintain critical and analytical thinking skills essential to providing competent and dignified customer service
- Overwhelming enthusiasm for informal and after school science education

Professional Experience

LEARNING MANAGEMENT SYSTEM ADMIN

The University of Alabama

11/2018 – Present

- Responsible for working collaboratively across all HR functions to collect, compile, and interpret report requirements
- Uses data to help senior leadership identify progress, gaps and opportunities for improvement by providing consultation, training, and customer support for interpreting and summarizing statistical results
- Primary administrator of Learning Management System and Data Steward for training supported by Learning and Development and compliance training partners. Establishes guidelines and protocols for system administration and course development, as well as plans and oversees system upgrades, training assignments, and reports

DATABASE ADMINISTRATOR

02/2012 – Present

Upwork

- Provide web analytics reports, analysis, and strategy to improve donor and volunteer engagement
- Work with clients to determine KPIs and goals for their online presence
- Consulted with non-profit organizations for setting up and managing donor and volunteer databases
- Consistently maintained a high-standard of service via exceptional service, follow-through, and specific attention to detail which resulted in higher revenue

LEARNING MANAGEMENT SYSTEM ADMINISTRATOR

09/2017 – 03/2018

Dominos

- Used communication skills to lead a team of 6 help desk employees in timely issue resolutions, reducing the backlog of issues by 74%
- Automated and standardized system reports, saving more than 120 hours per year
- Increased user engagement by 18% by developing a friendlier user interface

DATA ANALYST

04/2015 – 09/2016

Little Caesars

- Proactively worked in collaboration with third party vendors to develop, distribute, and oversee training content for the nationwide implementation of an applicant tracking system
- Cleaned and verified over 200,000 data points for company-wide HRIS database

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- Saved over 250 work hours annually by improving the efficiency of report systems through coding macros using Microsoft Excel and standardizing output reports

PROGRAM COORDINATOR AND HEAD TECHNICIAN**07/2012 – 05/2014****Guided Discoveries**

- Delivered engaging and energetic programs and live science experiences for up to 300 students in hands-on, physical science experiments and classes with an emphasis on astronomy
- Designed and taught classroom content that satisfied California state standards of education for grades 4 through 12
- Acted as Program Director on weekends, overseeing all active programs/staff and coordinated with visiting schools
- Maintained telescopes and science equipment such as vacuum chambers and tesla coils for hands-on educational use
- Management experience for teams of up to 15 instructors, coaching them in creating content and educational program delivery

Education

Bachelor of Science, Physics Major, Mathematics and German Minors*Saginaw Valley State University, University Center, Michigan***Volunteer Experience**

Docent at McWane Science Center

- Engage visitors through hands-on science activities and exhibit interpretation as well as presenting public programs like Combustion and Engineering Design Challenges
- Present hands-on activities at stations throughout the science center and enhance visitor interaction with exhibits
- Help with science center special days and events like LEGO Day, Maker Day, or McWane After Dark

Science Center Educator at Michigan Science Center

- Provide high energy, entertaining, and educational live lab, floor, virtual, and classroom presentations to a wide variety of audiences
- Engage with audiences of all ages on museum floor, within exhibit spaces, at off-site events, and in virtual settings with experiences and interactions that spark curiosity and a better understanding of our world through STE(A)M
- Execute processes and procedures in daily opening/closing, activities' prep, program facilitation, and exhibit upkeep
- Assist in evaluating all programs and performances by utilizing surveys and recommending areas of improvement

Museum Presenter at the Henry Ford Museum of American Innovation

- Interact with guests to present on various museum exhibits
- Fact check and research additional exhibit content
- Anticipate guest issues and proactively solve guest issues and needs; track and record guests' frequently asked questions
- Promote the museum, liaise with stakeholders, present exhibitions, deliver lectures, and advocate on behalf of the museum to ensure financing and secure its future
- Design and implement new methods to advertise museum programs, and engage visiting guests