

Melissa Elie

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KEY QUALIFICATIONS

- Research-oriented professional in law and policy with a social science background
- Experience in office management, supervision of community-lead programs, and presentation execution

EDUCATION & RELEVANT TRAINING

Oberlin College, Oberlin, OH

May 2012

Bachelor of Arts

Major: Comparative American Studies

Minor: Environmental Studies

Oberlin College Research Fellowship Program

January 2010 - May 2012

Research Fellow

Full-Time During the Summer, Part-Time During the Academic Year

- Extensive training in the craft of research supported by faculty mentoring over the course of 2 consecutive summers, resulting in completion reports and presentations, including Oberlin College's annual research symposium

WRITING & RESEARCH EXPERIENCE

U.S. Citizenship & Immigration Services, San Francisco, CA

March 2017- present

Immigration Services Officer—Level Two, GS-12

4 Day Work Week, Four 10-hour Days/Week

- Recognized by legal counsel and supervisors for ability to conduct extensive research and write analyses using applicable laws, regulations, and policies
- Drafts decision letters, memos, requests for evidence, internal referrals and recommendations
- Conducts applicant interviews by establishing dialogue, clarifying the meaning of questions and responses, and addressing inconsistencies in order to extract and assemble the information needed to reach final adjudication
- Consistently and accurately implements office procedures in order to contribute to successful daily administrative functioning

Zion Community Development Corporation, Oberlin, OH *September 2011 - December 2011*

Researcher—Situating Research Capstone Course in Comparative American Studies

Full-Time Student

- Compiled an 18-paged ethnography encompassing over 100 pages of coded field notes, organizational history, survey analysis, and census data
- Assisted Executive Director with administrative duties, including data organization

United World College-USA, Montezuma, NM
Experiential Education & Bartos Institute

January 2014- April 2014

Program Associate & Mentor—Temporary

30 Hours/Week

- Drafted grant proposals resulting in successful grant acquisition ranging from \$1,000 to \$10,000 for school farm
- Assisted in supervision of student-lead conferences and community events geared toward dialogue and activism

PLANNING & MANAGEMENT EXPERIENCE

Fair Housing Center of Central Indiana, Indianapolis, IN

Office Manager—Temporary

October 2013 - December 2013

40 Hours/Week

- Assisted Executive Director with coordinating and executing administrative duties for the office
- Reviewed and filed incoming community grant proposals, providing a written review of environmental grants
- Transferred and updated two years of paper intakes to organization's electronic database

Peace Corps, The Gambia, West Africa

June 25, 2014- September 5, 2016

Education Volunteer—Teacher Trainer

Full-Time Volunteer

- Assisted Director of Programming and Training in resolving diversity-related program issues by co-founding Peace Corps The Gambia's first diversity committee and support group
- Co-managed \$10,000 USAID food security grant for school garden and orchard, resulting in increased economic sufficiency for the school Mothers' Club
- Planned and facilitated a total of nine diversity trainings for over 150 volunteers, staff, and host country nationals at Peace Corps pre-service and in-service trainings
- Coordinated three school wide teacher support group workshops for over 30 teachers in order to address training needs

Providence House, Brooklyn, NY

October 18, 2012 – August 26, 2013

Full-Time Community Volunteer

- Supported organizational mission to transition women back into society by organizing and managing programs geared toward the personal and professional development, including life coaching and health & wellness programs
- Created and implemented urban garden program resulting in the creation of green space on the organization's property and the execution of an updated childcare curriculum

The BLK ProjeK, Bronx, NY

January 2012

Outreach and Communications Intern

- Assisted founder with various administrative duties, including finalizing donations from local vendors in support of community fundraiser

PLANNING & MANAGEMENT EXPERIENCE (Continued)

Oberlin College, Oberlin, OH

January 2010 - May 2012

Oberlin College Dialogue Center

Mediator and Facilitator

Full-Time Student

- Applied analytical techniques in the area of conflict resolution order to successfully mediate and facilitate controversial dialogues
- Mediated groups of diverse backgrounds ranging from 2 to over 100 participants

Oberlin College, Oberlin, OH

September 2011 - May 2012

Students of Caribbean Ancestry Campus Organization

Co-chair (Formerly Secretary and Treasurer)

Full-Time Student

- Coordinated the highest number of organization-sponsored events in 4 years, resulting in stronger connections and increased cooperation with campus and community stakeholders

CIEE, Monteverde, Costa Rica

August- December 2010

Conservation and Sustainability Internship

Rainwater Harvesting Intern

Full-Time Student

- Conducted quantitative research in order to design three rainwater collection systems for local school, resulting in a 40-page completion report and successful design construction

ADDITIONAL SKILLS AND TRAINING

Training

Peace Corps, The Gambia, West Africa

June 2014 - September 2016

Trained Cross-Cultural Educator—The Gambia

- 321 hours in pre-service training and in-service technical, safety, and cross-cultural training

Oberlin College Dialogue Center, Oberlin College, Oberlin, OH

January 2010 - May 2012

Mediator and Facilitator

- 50 hours of conflict resolution/mediation training and 8 hours of facilitation training

Computer Knowledge & Skills

Advanced skills in Microsoft Word, PowerPoint, Excel, Publisher, and Outlook