

# Melissa Elie

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## KEY QUALIFICATIONS

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- 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

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### **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

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

*March 2017- present*

*Immigration Services Officer—Level Two, GS-12*

*Supervisor: William Cass, (415) 248-8644*

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

- Recognized by legal counsel and supervisors for ability to conduct extensive research and analysis 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 necessary information in order to reach final adjudication
- Consistently and accurately implements required office procedures in or order to support the daily administrative functioning of the agency

### **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, the organization's 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*

*Supervisor: Naomi Swinton, (910) 264-4483*

*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**

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**Fair Housing Center of Central Indiana, Indianapolis, IN**

*Office Manager—Temporary*

*October 2013 - December 2013*

*Supervisor: Amy Nelson, (701) 226-5873*

*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*

*Supervisor: Jennifer Goette, jgoette@peacecorps.gov*

*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*

*Supervisor: Paula Migliore, (646) 591-9120*

- 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

## PLANNING & MANAGEMENT EXPERIENCE (Continued)

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### **The BLK ProjeK, Bronx, NY**

*January 2012*

*Outreach and Communications Intern*

*Supervisor: Tanya Fields, (917) 680-6443*

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

### **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

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### **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