**Melissa Elie**

(773) 318-7139 • melissa.elie@gmail.com

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| KEY QUALIFICATIONS |

* Process-oriented professional with specialized experience in interviewing, interpreting immigration law, legal writing, and adjudication as an Immigration Services Officer
* Over 6 years experience in social justice-specific work based in underserved communities; ability to approach controversial issues with both openness and ammunition

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| PROFESSIONAL EXPERIENCE |

**U.S. Citizenship & Immigration Services, San Francisco, CA** *March 19, 2017- present*

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

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

* Conduct efficacious interviews by establishing dialogue, clarifying the meaning of questions, perceiving non-verbal messages, and addressing inconsistencies with over 100 applicants/month
* Formulate legal arguments necessary to adjudicate through case-specific statutory and regulatory research and application, along with evidentiary analysis
* Recognized by counsel and supervisors for ability to present relevant facts and thorough analysis in written format through drafted memos and requests, internal referrals, recommendations of approvals, and adjudicative letters
* Conducts extensive research in law, regulations, policy, and case files

**Peace Corps, The Gambia, West Africa** *June 25, 2014- September 5, 2016*

*Education Volunteer—Teacher Trainer*

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

* Maintained consistent observation, feedback, and lesson schedules with 40 teachers
* Designed and co-taught three school wide teacher support group workshops for over 30 teachers in the course of three months
* Secured and co-managed $10,000 USAID food security grant for school garden and orchard, resulting in a platform for economic sufficiency of school Mothers’ Club and greater food security for both teachers and students
* Co-founded Peace Corps The Gambia’s first diversity committee and support group; recruited, selected, and trained first members
* Prepared and facilitated a total of nine diversity sessions for over 150 volunteers, staff, and host country nationals at Peace Corps pre-service and in-service trainings

**United World College-USA, Montezuma, NM** *January 21, 2014- April 4, 2014*

**Experiential Education & Bartos Institute**

*Program Associate & Mentor—Temporary*

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

* Drafted research-based content for grants ranging from $1,000 to $10,000 to fund school farm, with the mission to achieve a more self-reliant and localized food system in a community with water shortages and a significant percentage of families of low socioeconomic status
* Supervised and advised over 15 students at community engagement site placements, serving as consultant for students in planning and execution of conferences and community events geared toward dialogue and activism

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| PROFESSIONAL EXPERIENCE (Continued) |

**Fair Housing Center of Central Indiana, Indianapolis, IN** *October 18, 2013 - December 12, 2013*

*Office Manager—Temporary*

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

* Reviewed and filed incoming grants; provided a written review of environmental grants for executive director
* Transferred and updated two years of paper intakes to organization’s electronic database
* Worked closely with executive director in completing various administrative tasks

**South Bend Chocolate Company**

*Customer Service Cashier September – October 2013*

* Recognized by store management as #1 merchandise sampler through demonstration of high quality customer service skills
* Served and communicated effectively with diverse set of customers resulting in improved overall customer satisfaction

**Providence House, Brooklyn, NY** *October 18, 2012 – August 26, 2013*

*Community Volunteer*

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

* Served as live-in resident and program planner in shelter for homeless and formerly incarcerated women and children
* Designed, supervised, and secured grant money for urban garden used to enhance child care education program and healthy meals
* Organized programs geared toward personal and professional development of clients by networking with local professionals, including life coaching and wellness classes tailored to the interests and ongoing feedback of clients

**The BLK ProjeK, Bronx, NY** *January 2012*

*Outreach and Communications Intern*

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

* Publicized fundraisers and events via Facebook and Twitter for start-up nonprofit seeking to address food justice and local public health concerns among women of color
* Requested and successfully finalized food donations via phone and email with local vendors for large community fundraiser

**Oberlin College Research Fellowship Program**

**Oberlin College, Oberlin, OH** *January 2010 - May 2012*

*Research Fellow*

* Engaged in undergraduate research supported by intensive training in grant proposal writing and presentation skills
* Conducted field and archival research concerning environmental justice in Trinidad and Tobago resulting in a series of academic presentations

**Oberlin College, Oberlin, OH** *January**2010 - May 2012*

**Oberlin College Dialogue Center**

*Mediator and Facilitator*

* Successfully mediated and facilitated dialogues of groups from 2 to over 100 people, largely concerning campus-wide issues affecting African American, Caribbean and Latinex communities
* Provided active listening and safe spaces for issues to receive resolution through open dialogue

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| PROFESSIONAL EXPERIENCE (Continued) |

**Oberlin College, Oberlin, OH** *September 2011 - May 2012*

CC**Students of Caribbean Ancestry Campus Organization**

*Co-chair (Formerly Secretary and Treasurer)*

* Coordinated highest number of organization-sponsored events in 4 years resulting in stronger connections with campus and community partners
* Represented organization at community fairs, fundraisers, and gathers to build partnerships

**Oberlin College, Oberlin, OH** *September 2011 - December 2011*

**Zion Community Development Corporation, Oberlin, OH**

*Student Researcher—Situated Research Course in Comparative American Studies*

* Conducted participant observation research through field-based qualitative methods course
* Compiled 18-paged ethnography encompassing over 100 pages of coded field notes, organizational history, survey analysis, and census data
* Organized and filed organizational archives and paperwork

**Council on International Educational Exchange, Monteverde, Costa Rica** *Fall Semester 2010*

**Conservation and Sustainability Internship**

*Rainwater Harvesting Intern*

* Designed three rainwater collection systems for local school conveyed in 40-page report

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| EDUCATION |

**Oberlin College, Oberlin, OH** *May 2012*

Bachelor of Arts

Major: Comparative American Studies

Minor: Environmental Studies

**Study Abroad: Council on International Educational Exchange *Fall Semester 2010***

**Sustainability and the Environment, Monteverde, Costa Rica**

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| SPECIALIZED SKILLS AND TRAINING |

**Computer Skills**

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

**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