

# Melissa Denzer

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## EXPERIENCE

**Washington University**, St. Louis, MO — *Coordinator* | October 2021 – Present

- Curated the logistics of staff return to campus and remote environments in addition to executing training and retreat events.
- Implemented database testing sessions and fostered administration and project management services for over 50 staff from the executive level through the administrative within the Fundraising Departments of [ARCH](#) and [University Advancement](#).

**The Theatre Times**, Remote (Volunteer) — *Copyeditor/Writer* | May 2020- May 2024

- Wrote, copyedited, and revised professional literary and theatrical review articles.
- Collaborated with national and international writers, theater makers, editors, and associated theater platforms to deliver high-quality material for publication.
- Sample [here](#).

**Stage Play Learning Children's Theatre**, Edwardsville, IL— *Teaching Artist* | March 2021-November 2021

- Developed original research and curriculum-based theater education programming for k-8th grade students.
- Fostered effective classroom management, and performance engagement with over 80 students in the spring, summer, and fall sessions for [StagePlay](#)

**Springboard to Learning Nonprofit**, St. Louis, MO — *Teaching Artist* | August 2020- June 2021

- Originated theater-based curriculum as an artist in residency
- Collaborated with three school districts in both Missouri and Illinois to provide curriculum including playwriting, English, and theater performance studies during the Pandemic at [Springboard](#)

**Care.com**, Edwardsville, IL — *Tutor* | September 2020-August 2021

- Educated students from 4 different public schools with an at-home curriculum during virtual learning due to Covid 19.
- Incorporated additional behavioral, mental, and physical instruction and adaptations to lessons, utilizing a variety of instruction methods to engage diverse student needs including additional subjects, field trips, and projects for social and academic growth and advancement,
- Provided instruction for 6 children 8-10 hours a day, 5 days a week in the school year and summer seasons

**The Early Years Center**, Fairview Heights, IL— *Child Care Aid/Instructor* | September 2019- May 2020

- Taught appropriate social-emotional, behavioral, and academic skills to primarily 20 2-year-olds 5 days a week, while additionally rotating as requested to assist all other age groups from 6 weeks to 6 years old
- Educated with other teachers regarding behavior, social, and academic development for the well-being of all 80 children while following Illinois protocol for safety procedures/standards including cleaning, incident reports, mandatory reporting, diaper changes, meals, and naps at the [Early Years](#).

**University of Iowa**- Iowa City, IA — *Resident Assistant* | August 2016-May 2019

- Acted as a crisis response leader and campus resource in Petersen Residence Hall for over 800 students, accessing diverse needs while on duty
- Served crisis situations, crafted policy incidence reports, intervened in emergency situations, developed event planning for student engagement, enforced campus policies, and fostered relationships with 60 diverse students on one floor day to day by facilitating educational and social programs to develop community at [University of Iowa](#)

## EDUCATION

- **Concordia University St. Paul**, (St. Paul, MN)— MFA Creative Writing| September 2022 – August 2024 | GPA: 4.0
- **Fontbonne University**, St. Louis, MO— M.A. Theater Arts | August 2019-December 2020 | GPA: 4.0
- **University of Iowa**, Iowa City, IA— B.A. English & Creative Writing, minor in Theater, Nonprofit Certification | August 2015 May 2019 | GPA: 3.7 with Honors

## SKILLS

Proficient in Salesforce, Notion, and SmartSheets software

Expert in Microsoft, WordPress, Canva, Wix, and Box software

Social media management/digital marketing capability

Expert organizer, interpersonal communications, and computer literacy for event planning purposes

Academic instruction mastery

Creative writing expertise specifically essay, poetry, and fiction

Leadership and Community Engagement Development

Years of research/thesis experience

Critical thinking expertise for project leadership

Administrative expertise with high level executive scheduling, outlook calendar, office inventory, retreat catering and curation of technology for hybrid events and corporate meetings

LinkedIn learning certification mastery in editing and revision

## AWARDS

Dean's list and Honors Recipient for all Undergraduate and Graduate Degrees

## LANGUAGES

Fluent English  
Intermediate French