

# Melissa Denzer

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## CAREER SUMMARY

Certified writer, fundraiser, and educator with over 8 years of marketing, event planning, copyediting, education, and administrative experience with academic and nonprofit organizations.

### 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, while implementing database testing sessions and fostering administrative 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 2022

Engineered credible theater-related content by writing, copyediting, and revising articles through WordPress while collaborating closely 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 education programming to assist with specific theater lessons, classroom management, and performance engagement with over 80 K-8th grade aged children 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 for three school districts in both Missouri and Illinois to provide programming virtually through Zoom and in-person learning, by teaching 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 simultaneously with an at-home curriculum amid virtual learning due to COVID-19, incorporating additional behavioral, mental, and physical instruction and adaptations to lessons, utilizing a variety of instruction methods to engage diverse student needs throughout the school year including additional subjects, field trips, and projects for social and academic growth and advancement, providing instruction for six children, ten hours a day, five days a week in the school year and summer seasons

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

Taught fundamental social and academic skills with the two-year-old classroom primarily, while additionally rotating as requested to assist all other age groups from 6 weeks to 6 years old, assisting other teachers with behavior, social, and academic development for the wellbeing of all eighty 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 including serving crisis situations, crafting policy incidence reports, intervening in emergency situations, developing event planning for student engagement, enforcing campus policies, and fostering 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, (MN) Remote— MFA, CREATIVE WRITING** | September 2022 – Present | 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** | August 2015 - May 2019 | GPA: 3.7 with Honors | *Study Abroad IES Dublin -May 2019-July 2019* | *Certification in Fundraising/Philanthropy* | May 2019

## SKILLS

Knowledge of Salesforce, Smartsheets, Microsoft Software, Notion, WordPress, Canva, Wix, Box, Trailhead, and various Social Media platforms

Social Media Management/Digital Marketing Capability

Event Planning Background

Academic Instruction Mastery

Public Speaking Experience

Creative Writing Expertise

Editorial Writing Background including copyedit/ transcription

Leadership and Community Engagement Development

Research/Thesis Experience

Mediated Conflict Resolution Expertise

Critical Thinking Expertise for Project Leadership

Social Justice/Diversity Advocacy

Reporting Best Practice Competence

Administrative Expertise

## AWARDS

Excellent Work Evaluations

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

## LANGUAGES

Fluent English  
Intermediate French