

# Melissa Peterson

e: melissa.renee.peterson@gmail.com

p: (708)704.1712

## Employment

- **Admin Department at Suburban Access, Inc.**

July 2011 - Present

Suburban Access, Inc is a 501-(c)-3 non-profit social services provider agency that works alongside DHS to provide case management and services to developmentally disabled individuals in the south and west parts of Cook County, IL.

*Data processing for client management, processing billing for providers and individual service coordinators, maintaining paper and digital filing systems, assisting with fundraising campaigns and events, directing phone calls, providing IT assistance and various short term projects.*

- **Seerveld Gallery Student Manager at Trinity Christian College**

August 2009 - May 2011

Seerveld Gallery is the art gallery located on Trinity Christian College's campus which features work from internationally known artists as well as local artists.

*Responsible for scheduling staff to cover events, making sure staff understood and could communicate shows' key concepts to patrons, handling, hanging and taking down works for shows, coordinating with artists.*

- **Office Assistant & Admissions Liaison for the Art Department at Trinity Christian College**

August 2008 - May 2011

*Designing and maintaining databases for contacting prospective students and schools on behalf of the college's art department. Responsible for writing scripts for outgoing calls placed to prospective students as well as ensuring calls and correspondence are placed. Directly communicating and fielding any questions about the programs and courses available. Mailing promotional materials on behalf of the department. Ensuring students have completed necessary safety training and attended mandatory department events.*

- **Intern at Hearts In Motion**

January 2011 - April 2011

Hearts in Motion is a 501-(c)-3 non-profit social services agency that provides medical and educational services for families in Central, South and North America.

*Researching potential grant information for project funding, designing potential projects, assisting with fundraising campaigns*

- **Teacher's Aid at Trinity Christian College**

August 2010 - December 2010

*Teacher aiding for Rowley Kennerk, professor of Art History. This included grading work and updating grade-books as well as helping prepare presentation slides and notes in a timely manner.*

## Installation/De-Installation Experience

- *BA Thesis Show, May 2011*
- *Opus, April 2011*
- *Senior Show, May 2010*
- *Opus, April 2010*
- *Jeff DeKock, Faces of Dignity, Feb. 2010*
- *John Bakker at Hansen Gallery, Feb. 2010*
- *Hideous Beast, Survival School, Jan. 2010*
- *Brandon Alvendia, Where do we come from? What are we? Why are we here? Oct. 2010*
- *Ben Foch, Maybe She's Born With It, Sept. 2010*
- *Tomas Moreno, Land Country: Earth Place, Dec. 2009*
- *Trinity Christian College Alumni Invitational: 7 Artists and 14 Designers, Sept. 2009*
- *Senior Show, May 2009*

## Volunteer Experience

- **Team Member, Co-Leader at Mission Council 8 Kentucky Mission**  
July 1999 - July 2011  
*Managing a group of 80+ individuals, delegating tasks to committee members, coordinating work sites to rebuild and revamp houses of those living in the Eastern Appalachian area of Kentucky.*
- **Team Member, Designer at Unending Grace Outreach Ministries**  
December 2008 - January 2010  
*Building homes, water and sanitation structures, while promoting access to education and economic development for disenfranchised communities in the southern Choluteca region of Honduras, C.A. Setting up and designing an initial website as well as some distribution and promotional materials. Assisting with fundraising campaigns and developing prospective project initiatives.*
- **Trip Member at Hearts In Motion**  
October 2005  
*Attended a trip promoting access to health care services for the disenfranchised of the Zacapa region of Guatemala, C.A.*

## Honors, Features and Awards

- **BA Thesis Show**  
Seerveld Gallery  
May 2011
- **M3C Fellow (Mentor)**  
Americorps  
October 2010-October 2011  
"The M3C Fellows Program is an AmeriCorps Education Award Program. The program strives to develop a peer network and provide support that enables students to serve as agents of civic engagement to respond effectively to local community issues. Further, it seeks to foster a deep appreciation and understanding of democratic values and citizenship among participants, and nurture the knowledge, skills, attitudes, and behaviors that lead to a lifelong commitment to active community and civic engagement."  
The mentor is further responsible for overseeing their assigned fellows' completion of 300 hours of service to the community and participating in mentor training. During this time, Trinity Christian College received the President's Community Service Honor Roll.
- **&&**  
TRAPCAT Gallery  
November 2010
- **Night of the Arts**  
DeYoung Furniture  
November 2010
- **Opus**  
Trinity Christian College  
April 2010, April 2009, April 2008  
My work was selected to be displayed in Trinity's annual OPUS festival, and placed in the drawing and sculpture categories.
- **Openings Publication**  
Trinity Christian College  
2011-2012  
My work was chosen by Trinity's literary magazine, *Openings*, to be featured.

## Skills & Expertise

- Public Speaking
- Community Outreach
- Mentoring
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Adobe Photoshop, Illustrator and InDesign
- Mac and Windows OS
- Basic HTML coding
- Art
- Event Planning
- Fundraising
- Nonprofits
- Customer Service
- Team Building
- Recruiting
- Management
- Writing
- Leadership

## Education

- **Trinity Christian College**  
Bachelor's Degrees, BA in Sociology, BA in Studio Art, minor in Art History, 2007 - 2011  
Activities and Societies: Social Justice Chapter, SADD, Yearbook, Acting on Aids, M3C Mentor, Creation Care