

Melanie Page

MelaniePageASL@gmail.com | www.MelaniePageASL.com

Education

TRANSITION TO INTERPRETING | IN PROGRESS | GOSHEN COLLEGE

- Adult Education for Licensure: Interpreting American Sign Language

MASTER OF FINE ARTS | MAY 2010 | UNIVERSITY OF NOTRE DAME

- Major: Fiction Writing

MASTER OF ARTS | MAY 2008 | CENTRAL MICHIGAN UNIVERSITY

- Major: English Language & Literature: Creative Writing

BACHELOR OF SCIENCE | AUGUST 2006 | CENTRAL MICHIGAN UNIVERSITY

- Major: English: Creative Writing

Experience

REFERENCE ASSOCIATE | MISHAWAKA-PENN-HARRIS PUBLIC LIBRARIES | MAY 2019- AUG 2021

- Assist patrons with computer issues, copying, scanning, faxing, printing, and how to use e-materials and troubleshoot associated apps.
- Find patrons suitable materials after conducting a reference interview and locate items on the shelves.
- Answer phones, field questions, and transfer calls.

PRODUCTION MANAGER | SOUTH BEND CIVIC THEATER | AUGUST 2018- MAY 2019

- Organized the production process for each musical or play produced by the theater.
- Led production meetings, auditions, and tech week.
- Google Suite Administrator for the theater, including creating e-mail addresses and Team Drive folders and maintaining the master calendar.

ADJUNCT PROFESSOR | VARIOUS INSTITUTIONS | AUGUST 2007- To MAY 2018

I have been a graduate assistant or adjunct professor for ten years. The institutions include:

- Holy Cross College
- Moreau College Initiative (Westville Correctional Facility)
- University of Notre Dame
- Indiana University South Bend
- Lake Michigan College (in Niles)
- Central Michigan University
- Saint Mary's College
- Conducted research for lesson plans and designed assignments.
- Taught students how to do research and use rhetoric to distinguish strong and poor sources.
- Followed procedures and paperwork that administrations expect of me.
- Submitted data analyzing my teaching practices and alterations I made mid-semester to improve.
- Create course syllabi every spring and fall semester, planning out 16 weeks of assignments, lessons, course objectives, conferences, and lectures.

Skills & Abilities

ORGANIZATION

- Maintain a book blog, including developing relationships with publishers and authors, reading books, plotting out a review, posting reviews, and responding to readers' comments in a timely fashion.

VERBAL COMMUNICATION

- Clearly and effectively communicate to students my expectations, class terminology, how to follow a process, and foster a sense of care yet push students to independence.
- Excellent telephone etiquette.

WRITTEN COMMUNICATION

- Assess an intended audience, considering the diction and tone to best communicate to the right people.
- Proficiency in Microsoft Office, Google Suite, all web browsers, WordPress, apps, social media, and troubleshoot technology issues before reaching out for assistance.

LEADERSHIP

- Plan my own courses, guide students through their choices and answer their questions, submit grades in a timely manner, e-mail students and advisors, and make hard choices when needed.
- Managed a community theater's production process, which was composed almost entirely of volunteers.

COMPASSION AND DIVERSITY

- Worked with students with learning disabilities, immigrants/DREAMers, international students, and people who identify as LGBTQ+.
- Employed as a direct care worker, going into the homes of individuals with physical and mental disabilities to help them with daily life activities.
- Maintained rigorous confidentiality of students (FERPA laws), incarcerated individuals, and those with physical and mental disabilities living in group homes.
- Taught volunteer actors and directors about the need to use microphones to best serve D/deaf and hard-of-hearing patrons despite their wish not to use assisted technology.

Clubs & Volunteering

- Grace Hospice (South Bend, IN) June 2022-Present
- St. Joseph County Public Library (South Bend, IN) May 2022-Present
- Huntsville Horror, discussion group (virtual) May 2022-Present
- Grab the Lapels book blog (virtual) June 2013-Present
- Boston Area American Sign Language Meetup, social group (virtual) Jan 2022-June 2022
- Gathering & Gabbing: Zora Neale Hurston Book Club (virtual) March 2021-March 2022
- Stage Manager for play *Topdog/Underdog* (South Bend, IN) Summer 2018

Professional Development

ETHICAL DECISIONS THROUGH THE CPC PART V. |JULY 2022 | ZOOM EVENT IN MISSOURI STATE

- Led by Joe Sapienza, topic was approaching situations following the ethical guidelines in the CPC

ASL LITERARY WORKS |MAY 2022 | MILTON, BELLEVILLE, AND LONDON RESOURCE SERVICES

- Led by Dr. Andrew Byrne, topic was learn the different types of genres and its ASL discourse structures

INTERPRETER ETHICS: VIEWS FROM THE OTHER SIDE |MARCH 2022 | GOSHEN COLLEGE

- Led by Joe Sapienza, topic was deaf & hearing people's awareness of Code of Conduct and Code of Ethics

VERB DIRECTIONALITY |MARCH 2022 | PROMOTING ACHIEVEMENT FOR STUDENTS WITH SENSORY LOSS, INDIANA STATE UNIVERSITY

- Led by Erin Seipke-Brown and Megan Seipke-Dame, topic was Pronominal Systems & Verb Directionality

FALL SIGN LANGUAGE WORKSHOP |OCTOBER 2021 | GOSHEN COLLEGE

- Led by Dr. Colleen Geier, topics were Interpreting Ethics and Features of ASL Linguistics