

# Melody L. Waite, M.A.

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## Education

**Michigan State University** | East Lansing, MI Aug 2016

**Master of Arts in Education**

- GPA: 3.56
- Tailored program content to include both higher education and K-12 learning environments
- Concentration in Sport Coaching & Leadership

**Saginaw Valley State University** | University Center, MI Dec 2008

**Bachelor of Arts, Spanish Education**

- Minor in Art Education (27 credits earned)
- GPA: 3.58 graduated with cum laude honors
- Student Employee of the Year
- Track and Field & Cross Country athlete

**Additional Teacher Certification Program for K-12 Visual Arts** Anticipated Certification May 2021

**Universidad Autónoma de Guadalajara** | Guadalajara, México May 2008 - June 2008

**Study Abroad Participant**

- Participated in an intensive Spanish language and cultural immersion program also visiting the towns of Tonalá and Amatitán within the state of Jalisco
- Strengthened cross-cultural skills by building relationships with on-site instructors and local residents

## Teaching Experience

**Murphy Elementary School/Wilshire Early Education Center (WECC)** | Haslett, MI

Suburban public elementaries with a total enrollment of responsibility of over 720 students

**Art Teacher** Nov 2019 - Present

- Design and teach age level appropriate Art Appreciation and Visual Arts courses for all 1st grades at WECC
- Develop and teach Visual Arts courses for 2nd - 5th grades at Murphy, including 2-D design, drawing & painting, 3-D design with clay projects and found objects, Art history, Art appreciation, and peer and self critiques of works created
- Conversational Spanish and simple art vocabulary in Spanish used in all classrooms in addition to traditional Art lesson plans
- Provided translation services for Spanish speaking families in both email and phone correspondence

**Strom Thurmond High School** | Johnston, SC

Rural public high school with an enrollment of over 750 students

**High School Spanish Teacher** Aug 2009 - Aug 2011

- Developed classroom management techniques based on the Self-Determination Theory to allow a safe, comfortable and effective learning community for over 190 students- included students in the process, provided opportunity for choice to build trust, autonomy, and accountability
- Continued development of creative and diverse lesson plans including Total Physical Response, Music, Art, and food from target language countries
- Allowed for multiple means of instruction and differentiated learning through simulations and skits, such as a fashion show, individual and group conversation in the target language, listening to and reading song lyrics in the target language, creation of projects, such as a family tree

**High School Cross Country Co-coach** Aug 2009 - Oct 2010

- Developed and led structured workouts to suit all ability and interest levels
- Created a summer training schedule for student athletes to record their progress

- Formed a “Season Journal” including pictures, student athlete times, and description of meets for each athlete at the end of each season
- Encouraged the student athletes with stories from high school and college running
- Recruited and promoted potential student athletes to the program

## Professional Experience

**Michigan State University (MSU), Office of Financial Aid (OFA) | East Lansing, MI**  
Public Land Grant Institution with a diverse enrollment over 50,000 students

**Financial Aid Officer II**  
**Financial Aid Officer I**

Apr 2014 - Nov 2019  
Apr 2013 - Apr 2014

- Advised students and parents on the financial aid process, awards, and special conditions through over 4800 different points of contact on average (in person, email, calls, processing) within an academic year
- Referred students to other helpful resources on campus to benefit a whole-person advising perspective
- Served as a trusted resource to other university staff members in interpreting financial aid regulations, policies and procedures. Scheduled and disbursed \$485,752 in total grants for the 2018/2019 aid year for 115 students individually that participate in the College Assistance Migrant Program either as 1st year cohort (62) or continuing students (53)
- Participated in evaluating, drafting, developing of guidelines and procedures for the processing and counseling of financial aid to ensure best practices
- Analyzed financial and demographic data from tax returns and needs analysis documents to determine eligibility for financial assistance according to federal, state, and institutional policies
- Created and performed presentations for high school students, counselors, parents, and first year undergraduates (as a part of general university orientation programs and specific programs like TRiO, at least two - three per academic year)
- Translated institutional grant documents to Spanish, assist co-workers in translating Puerto Rican tax returns and other government documents in Spanish

**Savannah College of Art & Design | Savannah, GA**  
**Financial Aid Specialist**

Private, Nonprofit Art Institution with a diverse enrollment of over 14,000 students with a campus locations in Savannah, GA; Atlanta, GA; Lacoste, France; and Hong Kong, China  
**Financial Aid Specialist, Student Financial Services**

Oct 2011 - Apr 2013

- Participated in the planning and implementation of the awarding process to ensure compliance and maintain quality control of manual and automated data
- Processed applications according to federal guidelines or regulations; performed needs analysis calculations according to federal guidelines and determined eligibility and appropriate awards, adjustment, changes and/or corrections
- Reviewed and processed various documents needed for the verification process and requested additional information for incomplete applications to perform accurate awarding
- Participated in the training of new specialists; shared self-created, streamlined procedures to facilitate a proficiency in their roles
- 10 credits of Arts Administration courses completed at the College

## Professional Involvement

**Member, NAEA (National Art Education Association)**

Nov 2019 - Present

**Member, MEA (Michigan Education Association)**

Apr 2013 - Present

**Member, MSFAA (Michigan Student Financial Aid Association)**

Apr 2013 - Nov 2019

**Member, NASFAA (National Assoc. of Student Financial Aid Administrators)**

Apr 2013 - Nov 2019

**Liaison, MSU CAMP (College Assistance Migrant Program)**

Apr 2013 - Nov 2019

**Member, MSU OFA Satisfactory Academic Progress Committee**

Aug 2015 - Nov 2019

**Assistant Liaison, MSU OFA Athletic Aid**

Aug 2015 - Aug 2016

**Member, MSU OFA Innovation & Collaboration Committee**

Aug 2015 - Aug 2016

**Member, MSU OFA Professional Judgment Committee**  
**Member, MSU OFA Policies & Procedures Committee**

Aug 2015 - Aug 2016  
Aug 2015 - Aug 2016

**Participant, Sustainable High Performance facilitated by Lisa Laughman LMSW, ACSW Oct 2016**

- Learned and practiced skills, such as emotional resiliency and psychological flexibility, to achieve calm, creative responses to challenges and the capability to operate from a high quality state of mind through this program of 13.5 hours

## **Certifications**

**Michigan Test for Teacher Certification in K-12 Visual Arts (LQ), passed - Certification anticipated May 2021**

**K-12 Spanish Teacher Certification - State of Michigan, expires June 2023**

**P-12 Spanish Certificate of Eligibility - State of Georgia, expires June 2023**

**Satisfactory Academic Progress Credential (NASFAA), Mar 2019**

**Sport Coaching and Leadership Graduate Certificate, Dec 2015**