

Melanie Werner

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Knoxville, TN

EDUCATION

University of Tennessee — English M.A.
Knoxville, TN
August 2025 - present

Purdue University — English and Creative Writing B.A. and Psychology B.S.
West Lafayette, IN
August 2019 - May 2023
GPA: 3.9/4.0

AWARDS & HONORS

- Member of Phi Beta Kappa Honor Society
- Semester Honors, 7 semesters
- Dean's List, 6 semesters
- Recipient of the Undergraduate Research Training Program Grant within Purdue's College of Education
- Recipient of Purdue's Office of Undergraduate Research and Professional Development grant

RESEARCH EXPERIENCE

- Research Project titled: "Rules Are Not Neutral: Reading School Documents as Racialized Texts"
 - Round table presentation at the Curriculum and Pedagogy Conference at Pennsylvania State University; October 2022
 - Poster presentation at the Annual Graduate Student Education Research Symposium (AGSERS) at Purdue University; April, 2022
 - Poster presentation at the Spring Undergraduate Research Conference at Purdue University; April, 2022
- Undergraduate thesis titled: "Historical and Political Commentary in Washington Irving's 'The Legend of Sleepy Hollow' and 'Rip Van Winkle'"

PROFESSIONAL EXPERIENCE

Legal Assistant - *City of South Bend Legal Department, South Bend, IN*
February 2025 - July 2025

- Draft and edit legal documents and correspondence
- Manage detailed financial records related to the City's collection practices
- Maintain extensive files and records of legal documents
- File documents in multiple courts electronically
- Research case law and applicable Indiana laws to assist attorneys with legal strategy and due diligence
- Prepare and assist with preparation of a variety of reports

Legislative Editor - *Legislative Services Agency, Indianapolis, IN*

October 2023 - June 2024

- Edit legislative bills and amendments for style, clarity, consistency, and word choice
- Research federal citations and Indiana Code citations for accuracy in cross references
- Use word processing software, including WordPerfect and Microsoft Excel, for certain editorial tasks
- Collaborate with lawyers and other editors to ensure document success
- Handle and electronically deliver time sensitive and confidential documents
- Proofread existing Indiana Code for print and online publication
- Assist in other editing and publication tasks as needed

VOLUNTEER EXPERIENCE

Zoo Crew Volunteer - *Potawatomi Zoo, South Bend, IN*

May 2025 - present

- Assist zookeepers with various animal experiences, including the flamingo feeding and giraffe feeding
- Independently monitor the petting zoo while observing guest interactions with goats and alpacas to ensure positive animal encounters
- Educate guests on various animal species and the zoo's conservation practices
- Answer any questions guests may have about the zoo or its animals

German Club Mentor - *SPARK Program, West Lafayette, IN*

September 2022 - May 2023

- Develop curriculum for 50 German Club meetings
- Teach approximately 20 students German collaboratively with 3 other teachers
- Create a fun and engaging environment for 6th grade students

UNDERGRADUATE INVOLVEMENT

Philanthropy & Service Chair - *Devonshire Cooperative- Purdue, West Lafayette, IN*

January 2023 - May 2023

- Increase total service hours for the entire cooperative from an average of 30 hours to 200 hours

- Increase service hours from an average of less than 2 hours per member to an average of 11 hours per member
- Plan 2 volunteering events and a philanthropic fundraiser totaling 120 service hours
- Develop a new service hour tracking system using Microsoft Excel

President - Devonshire Cooperative- Purdue, West Lafayette, IN

January 2022 - December 2022

- Oversee executive board of 7 positions
- Keep an open line of communication between members, house advisors, and other community leaders
- Monitor overall house operations
- Lead house meetings
- Mediate interpersonal conflicts between members

Undergraduate Research Assistant - College of Education at Purdue, West Lafayette, IN

August 2021 - October 2022

- Review and synthesize relevant literature
- Work independently and collaboratively with other researchers
- Develop research plans and conduct original analyses on primary sources of information

New Member Educator - Devonshire Cooperative- Purdue, West Lafayette, IN

January 2021 - December 2021

- Educate and teach new members on the cooperative's values and history
- Streamline new membership process and coordinate planning of new member activities
- Serve as a liaison between new members and active members