

# Melissa Faith Hege

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## Education

### **East Carolina University**

December 2010

Bachelor of Arts in Psychology, Bachelor of Arts in Philosophy

*Selected Examples of Coursework:* Crisis Counseling Training, Industrial and Organizational Psychology, Psychology of Personality, Psychology of Adjustment, Social Psychology, Public Speaking, Professional Ethics, Social & Political Philosophy, Ethics, Political Science Internship: Election 2008.

## Experience

### **Organizing for America-Virginia**

May 2012-November 2012

Field Organizer

- Developed a robust volunteer leadership program in a crucial region of Virginia, which aided to the re-election President Obama and advanced the Democratic agenda for electoral success on Election Day.
- Administered extensive voter registration and education program, including assisting in registering over 11,000 voters in Norfolk, Virginia.
- Managed a dynamic "Get Out The Vote" program engaging the students on the campus of Old Dominion University, in conjunction with assigned community precincts.

### **NewBridge Bank**

June 2011-May 2012

Bank Secrecy Act Administrator

- Responsible for processing Currency Transaction Reports, BSA Risk Assessment Forms, and Monetary Instrument Logs in order to ensure NewBridge Bank was in compliance with the Bank Secrecy Act.
- Assisted in research and composing new policy and procedures for training of NewBridge Bank employees on behalf of the Compliance Department.

### **Summit Insurance Agency**

June 2006-December 2010

Office Coordinator/Administrative Assistant (*Summer-time and School Holidays*)

- Aided owner in managing the daily operating tasks of Summit Insurance Agency.
- Duty in executing billing, accounting, customer service, data entry, organizing calendar, meetings, managing phones and fax machines.

### **ECU Student Government Elections: Ticket One**

January 2009-April 2009

Campaign Manager

- Created platform & prepared candidates with distinguished talking points and efficient campaign skills.
- Directed budget for events and promotions, in conjunction with & executing productive events to bring out higher voting results.
- Organized daily detailed schedules for each candidate.
- Conducted volunteer meetings for volunteer training on electoral rules, tasks, and effective campaign skills.

### **NC Campaign for Change**

July 2008-November 2008

Field Organizer

- Contributed to increasing voter turnout in Pitt County, NC in favor of the Democratic Party by 6000 votes.
- Managed and correlated efforts to increase voter education which resulted in the direct registration of over 4,000 new voters.
- Directed a group of 15 interns, as well as an extensive number of volunteers for phone banking, canvassing, voter outreach, and data entry completion.

### **Obama for America/Students for Barack Obama**

February 2007-May 2008

Deputy Field Organizer

- Assisted Field Organizer in development & execution of voter registration and education efforts.
- Project manager for campus engagement events.
- Implemented strategies contributing to increased organizational membership from 30 to over 800.

## Volunteer Experience

### **NC Democratic Party**

July 2010 – November 2010

*Responsibilities:* Field Organizing, Managing Phone Banks, Organizing Voter Outreach & Education.

### **Presidential Inauguration Committee**

January 2009

*Responsibilities:* Assisted transportation director in transportation logistics of the first and second extended family for the Inauguration ceremony, National Prayer Service, & various other Inaugural events.

## Activities

- ECU Student Government Association – Special Assistant to President
- ECU Students for Barack Obama – Co-Founder & President
- ECU College Democrats – Secretary
- Black Student Union – Community Outreach Coordinator
- Real Crisis Center – Counselor
- Pirates for Haiti – Director
- Invisible Children
- Youth Cheerleading Coach
- Operation Freedom