

Melanie Ching

writer · maker · activist · dreamer

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Objective

To find challenging and rewarding employment opportunities that complement my skill set.

Areas of Expertise

Policy Development

I have been immersed in politics and policy development since I entered university. In both my Bachelor's and Master's degrees, I studied Canadian politics with an interest in social policy, elections, diversity, and political identity. While a policy officer in the federal government, I was involved at all stages of the policy process, including consultations, design, implementation, and evaluation. I have prepared a variety of policy documents from academic research papers to briefing materials for senior management.

Communications

I have been a communicator since the day I learned to talk. In parent-teacher interviews and performance evaluations since, my ability to network and communicate ideas has been my strongest asset. I have worked closely with communications teams to deliver event proposals, media lines, and correspondence. I love to write and deliver speeches and am comfortable speaking in public venues. I have experience in developing, executing, and evaluating media (including social media) strategies.

Project Management

I have managed small and large scale projects. I am familiar with creating critical paths, checklists for individual team members, and reports to brief senior management. I have overseen the production of major annual reports, planned meetings, workshops and conferences including securing venues, speakers, and hospitality. I am organized, detail oriented and love to see projects through from start to finish.

Human Resources

I have been involved at all stages of hiring, including creating job descriptions and posters, resume screening, interviews, and exams. I have supervised junior employees and completed written and verbal performance evaluations. I understand the importance of a healthy working environment and take the time necessary to ensure that team members are performing to the best of their ability.

Employment History

Senior Policy Officer/Project Manager, Policy Partnerships and Engagement

[Government of Canada - Citizenship and Immigration Canada](#) in Ottawa, Ontario, Canada
July 2008 – January 2010 (1 year, 6 months)

Junior Policy Officer, Strategic Policy and Research

[Government of Canada - Canadian Heritage](#) in [Ottawa, Ontario, Canada](#)
August 2005 – July 2008 (2 years, 11 months)

Teaching Assistant, [School of Canadian Studies](#)

[Carleton University](#) in [Ottawa, Ontario, Canada](#)
September 2003 – April 2005 (2 years)

Parliamentary Intern

[House of Commons](#) in [Ottawa, Ontario, Canada](#) & [House of Commons](#) in [London, England](#)
September 2002 – April 2003 (8 months)

Senate Page

[Senate of Canada](#) in [Ottawa, Ontario, Canada](#)
September 2000 – August 2002 (2 years)

Support Worker

[Thornhurst Community Options](#) in [Morden, Manitoba, Canada](#)
Summer 2000 & Summer 2001 (8 months)

Customer Service/Cashier

Morden Pharmacy in [Morden, Manitoba, Canada](#)
May 1997 - June 1999 (2 year, 1 month)

Academic Qualifications

Master of Arts Degree in Canadian Studies

[Carleton University](#)

September 2003 – April 2005 (2 years)

Thesis: The Trend in Youth Non-Voting: Redefining Youth Citizenship in a Neo-Liberal Canada

Bachelor of Arts (Honours) Degree in Political Science

[Carleton University](#)

September 1999 – April 2003 (4 years)

High Honours with a Concentration in Canadian Politics and a Minor in Canadian Studies

Volunteer Activities

[ChangeCamp](#) - Member, Ottawa organizing team, national coordination team

[Ladyfest Ottawa](#) - Member, steering committee, web committee

[Forum for Young Canadians](#) - Volunteer, alumni recruitment, social web strategy

Youth Leadership

Summer Language Program at College universitaire de Saint-Boniface – Student (Advanced)

[United Nations Pilgrimage for Youth](#) - Student Delegate to the United Nations in New York

[Forum for Young Canadians](#) – Student Delegate to Ottawa

Personal Interests

Aboriginal issues, **agriculture**, animal rescue, **blogging**, camping, **civic engagement**, community building, **cooking**, cultural studies, cycling, **design**, **democracy**, digital media, **education**, elections, **fighting poverty**, feminism, **food**, gardening, gender studies, **healthcare**, labour issues, learning to play piano, painting, **parliament**, **photography**, policy development, **public service renewal**, public transportation, rural issues, senior's issues, **sexuality**, singing, **shopping locally**, **social policy**, **social services**, sustainability, travel, urban life, **youth engagement**