

## ADMINISTRATIVE LEADERSHIP POSITIONS

MELODIE LYNN MERAND

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104 E Plaza Blvd, #1076, Hurst TX 76053

### MINISTRY RELATED

1993 to present

INTERPRETER/ SPEAKER/ SINGER/ TEACHER/ TRANSLATOR

Organizations/ Independently/ Schools/ Churches/Chaplain Ministries

Traveled to 40 nations

- . Organizing events, mission trips, evangelism outreaches & ministering in prisons, hospitals, camps
- . Teaching Teens, adults and children including language or theology in four languages in churches
- . Leading full band concerts and recording professionally in seven (7) languages (five music albums)
- . Interpreting on stage for speakers/ ministers in English, Spanish, French, or Portuguese

2013 to 2019

ORDAINED MINISTER/ WORSHIP LEADER Paris, France

Voicing The Nations

- . Traveling globally on regular basis to preach or teach worship classes to church choirs and leaders in four languages: English, Spanish, French, or Portuguese (songwriter: over 200 songs)

2017 May Contract

HEAD FRENCH INTERPRETER Washington D.C.

Billy Graham Evangelistic Association, 1st World Summit in Defense of Persecuted Christians, Mayflower Hotel

- . Assigned 2 additional French Interpreters based in Europe
- . Three day Summit scheduled on rotation basis in translating booths - large team covering 9 languages
- . Interpreted for USA Vice President Mike Pence when invited as Guest Speaker

2016 Europe Summit

FRENCH INTERPRETER

Brussels, Belgium

HarvestNet International

- . Was assigned with interpreters on rotation basis - 5 languages included (over 10 nations represented)
- . Became Partner in Global Network in 2018 and assisted in Europe Summits: Legnitia 2017/ Prague 2018

2004 - 2007

SPANISH INTERPRETER

New Braunfels Texas

Tree of Life Church Paid position and volunteer

- . Head Spanish Interpreter for Services - 1000 member congregation (2004-2007)
- . Paid Position as Spanish Translating Narrator for recordings on video (Sep 2004- March 2005)

2007 - 2012

DEPARTMENT COORDINATOR

Dallas, Texas

Christ For The Nations, Inc. Literature Department

- . Distribution of books to the developing world - translated to 84 languages, have gone to over 120 nations
- . Communicating of our work with leadership, faculty, student body, staff and in public conferences
- . Corresponding by mail and phone with national sponsors
- . Organizing printing and shipping of large pallets to distributors globally
- . Coordinating the schedule and work of international student interns in our department
- . Overseeing the translation, editing and audio recorded narration of books in various languages

2009 - 2010

CHURCH ELDER

Dallas, Texas

Familia de Fe (Hillcrest Hispanic Church)

- . Meeting with pastors and leaders on how to best minister to the congregation and community
- . Worship Leader . Translator When Needed . Preaching. Working with Children.

2009 - 2010

ESL INSTRUCTOR

Dallas, Texas

Christ For The Nations Institute Faculty in Language School

- . Substitute English Teacher in 2009 for all levels . Level 4 ESL Instructor for 23 students, 2010



CFN FMC - Active Minister since 2008

(Licensed 2008/ Ordination 2012)

CIA (Christ In Action) - FIRST RESPONDER

HarvestNet International - MINISTRY PARTNER

### EDUCATION

2012 CFNI Bachelor Degree in Theology

2008 CFNI Pastoral Diploma. 2007 CFNI Associate's Degree



### OFFICE ADMINISTRATIVE NON-MINISTRY WORK

2006 to 2007 SECRETARY/ RECEPTIONIST

New Braunfels, TX

EXPRESS PERSONNEL SERVICES

- . Providing Technical Support by phone
- . Handling utility bills, contracts & zoning
- . Doing Medical Research for coverage
- . Creating work orders for service
- . Processing Leases . Filling Forms
- . Database Management
- . Calling Landlords and businesses

2004 to 2005 CLINIC SECRETARY

San Antonio, Texas

RITTER, PH.D. & ASSOCIATES, INC.

- . Customer service in person and by phone
- . Database management
- . Processing payments
- . Scheduling patients
- . Preparing large bank deposits
- . Entering Manufacturer invoices

2002 - 2004 CUSTOMER SERVICE REP

Dallas, Texas

Etan Industries:

- . Phone customer service automatic dialing - outbound/ inbound - English/ Spanish
- . Payment processing - Excel/ Davox

2002 - 2004 ADMINISTRATIVE ASSISTANT

Dallas, Texas

Adam's Mark Hotel, Banquet Department

(largest hotel in Texas and four star)

- . Planning order of events and assignments
- . Scheduling/ calling employees
- . Completing banquet checks
- . Filing office forms
- . Database management
- . Creating spreadsheets
- . Customer service - in person/ by phone
- . Translating English to Spanish and vice versa (verbal and writing)

### HIGHLIGHTS OF QUALIFICATIONS

Professional Interpersonal skills:

oral communication/ customer relations

- . Excellent organizational ability
- . Serve in leadership responsibilities
- . Multiple task oriented
- . Thriving under pressure/ outgoing personality
- . Love working in various ethnic environments
- . Speak English, Spanish, French and Portuguese
- . Administrative and Technical Support
- . MICROSOFT WORD/ EXCEL/ OUTLOOK/ WORKS DELPHI, DAVOX, QUICK BOOKS, ORACLE
- . E-QUEUE, GREAT PLAINS ENTERPRISES,
- . E-APPLICATIONS, E-PENDING, REGION C (CSI)
- . R E F E R E N C E S FURNISHED UPON REQUEST

MISSIONS \* EVANGELISM: Albert & Melodie Merand: [www.vtnmissions.com](http://www.vtnmissions.com)