

# Melanie Chao

Carlsbad, CA / Cell 760-571-3558 / melaniechao77@gmail.com

## RELEVANT SKILLS

Effective Communicator making a positive difference for this generation of Students,  
Harmonious Team Collaborator, Caring Results-Driven Instructor, Problem-Solver, Self-Starter

## EDUCATION

**Professional Development / Catechetics & Evangelization** - Franciscan University of Steubenville Ohio / Completed master's level courses specializing in Parish Religious Education

- Scripture the Heart of Catechesis – completed December 2023; Focused on implementation of Scripture in evangelization and catechesis, apostolic use of Scripture, scriptural basis of the Fathers' catechesis, and magisterial documents related to Scripture and catechetics.
- The Church's Vision for Catechetics – completed October 2023; In depth study of the Church's catechetical documents; included analyzing specific doctrines, and determining essential elements of presenting systematic and organic catechesis.

**Master of Arts Biblical Theology/John Paul the Great Catholic University 2019 Escondido CA**

Concentrations: Biblical Theology, Religious Education, Exegetical research

Thesis: *The Catholic Tradition of the Eucharist: An Eschatological and Biblical Review*

**Paralegal Certificate Program with Honors 2011 University of San Diego, San Diego CA**

*American Bar Association Approved Program*

**Bachelor of Arts in Arts and Sciences: State University of New York College at Oswego N.Y.**

## TEACHING EXPERIENCE/EMPLOYMENT

**Teacher/North County Coastal Substitute Consortium** *San Diego, CA* *Current 2023*

CA Credential 30-Day Substitute Teaching Permit, Encinitas Union School District

**Director of Catechetical Ministry for Parish of 1200 families in Diocese of San Diego**

*San Diego CA 2020 to 2023*

Oversaw Parish Religious Education for Family Faith Formation (K-8th), RCIA, and Adult Faith Formation with focus on Scripture, Doctrine, Catechism and the Deposit of Faith. Created course content for adult curriculum.

**Instructor, San Diego Diocesan Institute** *San Diego, CA* *2020*

*Creator & Instructor for the following courses (developed content, lesson plans and syllabus):*

Catechism of the Catholic Church: This introductory course demonstrates how the *Catechism* is a powerful Church document founded on Sacred Scripture and draws from magisterial documents, the Church Fathers and Doctors, Sacred Tradition, and the Sacraments; a review shows how the *Catechism* systematically conveys doctrinal truths of the Church with a step-by-step navigation

Christian Anthropology: Explores the Christian understanding of the human person who is created in God's image as a composite of body and soul, with a fundamental calling to know and love God in covenant relationship. The human person is designed to partake in the eschatological destiny of the Beatific Vision of God for all eternity by a free will decision

**Catechist, St. Patrick Catholic Community** *Carlsbad, CA* *2010 to 2016*

Religious education for primary public school children & parish adults; taught systematic tenets of Catholicism using lectures, music, student participation; hosted student potlucks

**Paralegal, Marabella Commercial Finance Inc.,** *Carlsbad, CA* *2013 to 2016, 2020 to 2021*

Responsible for processing commercial net lease financing for CVS, Walgreens & similar property

**Paralegal, Contract Specialist, MD7 LLC** *San Diego, CA* *2011 to 2012*

Reviewed business to business contracts for real estate corp. specializing in telecommunication

## AWARDS & HONORS

- Guest Speaker for *Women of Nativity*, Rancho Santa Fe, CA / September 2022
- *Nathaniel Hawthorne Award for Best Legal Writing* / awarded 5 times / USD CA / 2010-11