

Melissa J. White

807 ½ Maple Road
Charleston, WV 25302
928-274-3551
Melissa@mylifeopportunities.com

EMPLOYMENT

- Radical Forgiveness Coach and Workshop Facilitator** **2006-Present**
CERTIFIED BY THE INSTITUTE OF RADICAL FORGIVENESS
NATIONWIDE
- Coach individuals in letting of the past and transforming their lives
 - Facilitate workshops on Radical Forgiveness
 - Perform ceremonies to aid groups of individuals in forgiveness
 - Conduct classes on Radical Forgiveness
- Life Coach** **2007-Present**
SELF EMPLOYED
NATIONWIDE
- Coach individuals in creating changes and transformations in their lives
 - Assist clients in staying on task in their self-developed goals
 - Counsel individuals in day-to-day decision-making
 - Empower clients to clear blockages that keep them from moving forward in their lives
 - Assist clients in releasing judgments and aligning with their heart's truth
 - Serve as a resource and support for clients
- Registered Yoga Instructor** **2009-Present**
CERTIFIED BY THE SHAMBHAVA SCHOOL OF YOGA
NATIONWIDE
- Create classes which include pranayama, asanas, and meditation
 - Teach basic hatha yoga classes
 - Respond to needs of students during class
 - Inspire students to connect yogic principles to everyday life
- Attorney** **2000-2003; 2004-2005; November 2009-Present**
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS **CHARLESTON, WV**
- Defend Division in Circuit Court matters throughout the state
 - Argue motions
 - Write Supreme Court and Circuit Court briefs
 - Defend and prepare employees in and for depositions
 - Draft policies and procedures
 - Prepare risk management strategy
 - Counsel employees on litigation-related and risk management issues
 - Present presentations on risk management
 - Monitor outside counsel and assist with trial strategy
 - Represent the Division in mediation
 - Attend committee meetings
- Work Study/Housekeeping Manager** **March-October 2009**
SHOSHONI YOGA RETREAT **ROLLINSVILLE,**
- CO
- Practiced meditation and yogic lifestyle
 - Managed housekeeping operations in the lodge and temples
 - Supervised and trained other work study in housekeeping operations
 - Cleaned the lodge and temples
 - Set up for health therapy treatments
 - Maintained puja items in temples

- Organized and circulated laundry for the lodge and temples

Sedona Guide **2006-2009**
 SEDONA SOUL ADVENTURES
 SEDONA, AZ

- Gave clients a tour of Sedona
- Led clients through guided meditations on the land
- On call throughout clients' stay to serve as a resource and support
- Counseled clients in how to integrate their retreat into their day-to-day life once home

Director of Sales **2006-2008**
 SEDONA SOUL ADVENTURES
 SEDONA, AZ

- Talked with potential clients about life issues and areas of transformation that they wish to unfold
- Planned spiritual retreats for individuals designed to transform their lives
- Worked as a Radical Forgiveness Practitioner with clients who wished to release the past
- Assisted clients in releasing judgments and aligning with their heart's truth
- Counseled clients in how to integrate their retreat into their day-to-day life once home
- Assisted with retreat coordination

Attorney **2003-2004**
 NATIONWIDE TRIAL DIVISION, LAW OFFICES OF DANA F. EDDY CHARLESTON, WV

- Defended insureds in trial
- Developed trial strategy and prepared for trial
- Took lay and expert depositions
- Defended depositions
- Counseled clients
- Prepared witnesses
- Wrote motions, pleadings, and appellate briefs
- Participated in infant summary proceedings
- Met with claims representatives to develop case

**Founding Member
Of Counsel** **1999-2000**
2000-2001
 WHITE & STAREK, PLLC CHARLESTON,
 WV

- Represented clients in custody matters
- Served as a Guardian Ad Litem in civil litigation
- Served as a Guardian Ad Litem in mental hygiene proceedings
- Represented children and parents in abuse and neglect cases
- Mediated civil and family matters
- Represented clients in collections matters
- Defended clients in civil matters
- Attended hearings and depositions on behalf of other attorneys
- Performed research and write briefs for other attorneys
- Developed and implemented business plan

Staff Attorney **1997-1998**
 ROSS, DIXON & MASBACK, L.L.P. WASHINGTON, DC

- Analyzed insurance coverage issues
- Drafted insurance coverage opinions and reservations of rights letters
- Represented insurance companies in coverage litigation
- Wrote motions and pleadings
- Monitored litigation involving insurance companies' insureds
- Counseled insurance companies regarding insurance coverage issues
- Researched legal issues
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Attorney **1995-1997**

WV SHUMAN, ANNAND & POE CHARLESTON,
- Argued dispositive motions
- Took depositions of lay and expert witnesses
- Wrote motions, pleadings, and appellate briefs
- Participated in and drafted documents for infant summary proceedings
- Interviewed witnesses
- Researched legal issues
- Summer associate, summers 1993 and 1994

DC **Intern** Spring 1994
THE HONORABLE NOEL ANKETELL KRAMER WASHINGTON,
JUDGE, DISTRICT OF COLUMBIA SUPERIOR COURT
- Researched legal issues
- Wrote legal memorandums
- Attended trials
- Electrically indexed recent legal decisions

Housing Administrator III 1991-1992
WEST VIRGINIA INSTITUTE OF TECHNOLOGY MONTGOMERY, WV
- Advised the Residence Hall Judicial Board and Hall Council
- Supervised 3 full-time employees and 20 part-time employees
- Planned and coordinated programming and staff training
- Developed and facilitated building and maintenance operations
- Counseled, disciplined, and advised residents
- Created and implemented newsletters and handbooks

ADDITIONAL WORK EXPERIENCE:

Worked throughout college and during vacations in numerous part-time positions including:
New Student Orientation Coordinator, Student Assistant for the Conference and Facilities
Office, and lifeguard at private and public pools 1985-1991

EDUCATION

DC **Juris Doctor** May 1995
THE AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW (3.25/4.0 GPA) WASHINGTON,

Activities: Student Bar Association: President, 1994-1995
First Year Class Vice President, 1992-1993 (West Virginia University, College of Law)
Moot Court: Assistant Director, First Amendment Competition, 1994-1995
International Institute of Space Law Moot Court Team Competitor, Spring 1994
University Board of Trustees: Educational Policy Subcommittee Member, 1993-1994

IN **Master of Arts** July 1991
BALL STATE UNIVERSITY (4.0/4.0 GPA) MUNCIE,

Major: Student Personnel Administration in Higher Education

Activities: Research Project: "The New Student Orientation Course, A Model Curriculum"
National Association of Student Personnel Administrators Case Study Participant, 1991

WV **Bachelor of Arts** May 1990
MARSHALL UNIVERSITY (3.05/4.0 GPA; 3.63/4.0 GPA WITHIN MAJOR) HUNTINGTON,

Major: Counseling and Rehabilitation

Activities: Student Government: Student Body President, 1988-1989; Student Representative to the Institutional Board of Advisors; Student Senator; Senate Historian

Phi Mu Sorority: President, 1989-1990; Parliamentarian; Pan-Hellenic Delegate

Honors: Outstanding Leadership Award; Women of Marshall Scholarship Recipient; Kevin Russell Bowen Scholarship Recipient; Greek Woman of the Year; Homecoming Queen; Marshall University Dean's List; President, Order of Omega (Greek Leadership Honorary); Outstanding Young Woman of America; Who's Who Among Students in American Colleges and Universities; National Dean's List

PROFESSIONAL MEMBERSHIPS AND TRAINING

Memberships: **West Virginia Bar** – Admitted October 1995; **United States District Court, Southern District** – Admitted October 1995; **District of Columbia Bar**– Admitted October 1997; **United States Supreme Court** – Admitted June 2000; **Yoga Alliance** – R.Y.T. 48287 – 2009.

Training: **Civil Mediation** – 1998 and 2004; **Family Law Mediation** – 1999; **Radical Forgiveness Workshops**– April 2002, May 2002, July 2002, August 2003, May 2006; **Radical Forgiveness Coach Training** – April 2002; **Radical Forgiveness Workshop Facilitator Training** – September 2006; **Yoga Instructor Certification** – October-November 2009.