

# Melissa Ceron

2057 Gettle Street  
Klamath Falls, OR 97603  
(541) 273-6389  
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## Employment

**Objective:** To obtain the position as Administrative Assistant with Merit Corporation.

**Education:** Mazama High School: Junior  
Counselor: Mr. Matt Fries  
Cumulative G.P.A. 3.8  
Graduation Date: June 2012  
Guidance Office Phone Number:  
(541) 883-5031

## Work

**Experience:** *JM Solutions LLC* 1/2011-Present  
Position: Administrative Assistant  
Responsibilities: Attend arriving clients, schedule appointments, answer multi-lined telephone calls, print invoices for clients, take cash and bankcard payments, prepare client folders with appropriate paperwork, update client information, sort and file company correspondence electronically, and translate for Spanish-speaking clients

*Pacific Crest Federal Credit Union* 1/2011-Present  
Position: Student Advisor, Board of Directors  
Responsibilities: Promote ideas that will motivate youth to use credit unions

*Primera Iglesia Bautista* 11/2010-Present  
Position: Language Interpreter  
Responsibilities: Translate Spanish to English during church committee business meetings

*Mazama High School Student Store* 9/2009-6/2010  
Position: Student Store Manager  
Responsibilities: Manage sales, inventory, employees, advertisement and finances

## Special Skills:

- Communicating fluently in Spanish
- Intermediate communication in German
- Implementing leadership by example
- Filing and sorting documents by hand and electronically
- Making spreadsheets, graphs, databases, and invoices through Microsoft Excel
- Creating presentations with Microsoft PowerPoint
- Designing websites with Wix.com
- Scheduling appointments, creating new client databases, and updating client information with Practice Management by Office Tools software
- Reviewing invoices and main information sheets with Taxwise 2008-2010 programs
- Keyboarding at 82 wpm
- Writing and playing music for piano, bass guitar, and flute

## Activities:

Future Business Leaders of America (FBLA)	Church Youth Leader
Member, 3 years	Church Worship Team
Secretary, 1 year	Mazama High School Tennis Team
Student Store Manager, 1 year	Creating Mazama FBLA Chapter Website

## Honors:

Honor Society Member  
FBLA National Competitor  
FBLA State Impromptu Speaking Finalist  
Hugh O'Brien Youth Leadership Award  
National Business Honor Roll Member  
Perfect Attendance Award 2010

## References:

Excellent references available upon request