

# Melissa Montes

Fashion

1987 Corporate Square Drive

Unit 147

United States

View the full portfolio at <http://www.thecreativefinder.com/melmon20>

## Professional Experience and Curriculum Vitae

Melissa Montes

1675 Astor Farms Pl.

Sanford, Florida 32771

941-726-3409

melissamontes@inbox.com

### Objective

To obtain a administrative position where I can effectively utilize my skills in organization, business administration and marketing skills and enables me to make a positive contribution to the organization.

### Work Experience

#### Operations Assistant

6/2007 - Present Flight Avionics of North America, Inc., Orlando, FL

„X Working with the President, duties include: problem solving, making informed decisions and managing the operations of the office in order to achieve maximum results; answering multiline phone, sort mail; bank deposits, assisting site managers/staff with daily operations; purchase office supplies; maintain office inventory; word-process various documents/electronic information; create financial and statistical reports using spreadsheets for analysis; arrange travel; obtain institutions monthly information; assist with development of manuals; shipping/receiving; approve decisions; on behalf of President in her absence; human resources duties including payroll and hiring; website design/maintain, complete graphic design tasks with the use of Adobe products for multiple national projects including; liaise between the printers and/or graphics agencies to ensure jobs are done properly; maintain marketing materials.

#### Office Manager/Administrative Assistant

8/2005 - 9/2006 Devin O'Connell Decorative Door Glass, Sarasota, FL

„X As the manager I was responsible for: answering phone, faxing, filing, FEDEX, opening/closing shop every day, daily/weekly sales/performance reports, utilizing ViaKlix to process credit cards, answering and/or resolving customer concerns/questions, scheduling installs/estimate appointments, ordering/tracking customer, taking and/or revising customer orders with Microsoft Excel, devising marketing campaigns for Sarasota/Bradenton, maintaining customer database with Microsoft Works and Access.

#### Traffic Manager

6/2003 - 8/2005 Clear Channel Communications, Maitland, FL

„X I was the Traffic Manager for WQTM-AM station and 7 streaming (on-line) stations. I was responsible for entering and revising TTN orders, national orders and local orders with the use of MEDIA STAR, compiling logs for the next day, answering phones, faxing, maintaining all master files for every client, reconciling and verifying 14 station logs from the previous day, as well overflow support staff for the Traffic department.

### Education

1/2005 - 5/2007 University Of Central Florida, Orlando, Florida

„X Bachelor's Degree, Interdisciplinary Studies minor in Criminal Justice

12/2004 Seminole Community College, Lake Mary, FL

„X Associate Degree

### Skills

75wpm, Graphics Design, Corel Draw 12, Adobe CS3 Web Design Premium, Internet, Media Star, Microsoft Office 2007, Quark 5.0, Windows '95/'98/NT/XP/VISTA, Works 8.5, Written/communications as well as marketing skills.

### Previous Clientele

Focused Light Engraving, Inc.

15b Lloyd Road Singapore 239098 (co. reg. 201004398N)

helpdesk 656.227.2902, fax 656.227.0213

Flight Avionics of North America, Inc.

### Awards and Accolades

Please kindly get in touch for more information

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