

## **Melissa Seymour**

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### **Summary of Qualifications**

- Self-starter with ability to multi-task
- Eager to learn new skills
- Exceptional organizational skills
- Creative problem solver
- Detail oriented
- Proficient knowledge of Microsoft Word and Excel
- Working knowledge of Adobe CS5 Photoshop and Illustrator
- Learning Adobe CS5 Dreamweaver and InDesign

### **Education**

- Hood College**, Frederick, Maryland 2011- Present
- Communications Major with Digital Media Concentration
- Frederick Community College**, Frederick, Maryland Graduated 2011
- Associates in Fine Art

### **Work Experience**

- CVS Pharmacy**, Frederick, MD 7/09 – Present
- Certified Pharmacy Technician
  - Entering patient data into the CVS Pharmacy database
  - Filling prescriptions and inputting refill information
  - Retail tasks such as working the register and answering phone calls
- Randstad/ PublishAmerica**, Frederick, Maryland 11/08 - 03/09
- Fielding phone and email inquiries from both authors and public
  - Taking and completing orders for products and publications
  - Conducting daily customer service answering questions and problem solving
- Needles and Pins**, Frederick, Maryland 10/01- 05/09
- Answered customer questions.
  - Assisted in inventory management by determining merchandise requiring reordering.
    - Received/verified orders both pre-paid and C.O.D.
  - Participated in annual wall-to-wall inventory.
- Café Nola/ Downtime Café**, Frederick, Maryland 06/07- 07/08
- Barista and Server.
- Eleganza Yarns**, Frederick, Maryland 10/06-06/07
- Responsible for inventory management of all shop merchandise.
  - Received/Verified all orders for accuracy and noted any discrepancies for correction.
  - Taught classes.
- The Common Market**, Frederick, Maryland 05/06-04/07
- Worked in the café as a barista.
  - Worked at the cheese counter.
    - Answered customer questions.
    - Responsible for inventory/ordering/receipt/verification orders for accuracy and noted any discrepancies for correction.