

Melissa A Benton

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SKILLS

- **Computer Skills:** HTML, CSS, JavaScript; Microsoft: Word, Excel & Powerpoint; Adobe: InDesign, PhotoShop & Illustrator; Quicken
- **Design Skills:** Front-end web design, Graphic design, Interior design, Jewelry, Furniture design & Upholstery
- **Organizational Skills:** process improvement, inventory, event planning, bookkeeping
 - Customer Service & Hospitality
- **Physical Activities:** Snowboarding, Rock Climbing, Swimming, Paddle Boarding, Tennis, Weight Lifting, Cycling, Yoga, PADI Open Water Certified Scuba Diver (2002)

EDUCATION & TRAINING

Tree House - Front-End Web Development Certification - completed November 2023

Marylhurst University, Marylhurst, Oregon - BA Interdisciplinary Studies (Interior Design & Cultural Studies) - graduated December 2015

Maritime Professional Training, Fort Lauderdale, Florida - STCW & Security Awareness certifications; Tender Operator/RHIB/RYA Power Boat Level 2 License

EMPLOYMENT EXPERIENCE

SALES ASSOCIATE - TREK BICYCLE | LAKE OSWEGO, OR
October 2020 - May 2022

Part-time sales associate selling bicycles and related accessories. Began employment when the store was owned by Bike Gallery, later acquired by Trek Bicycle. Assisted the acquisition team to remodel and organize the entire store. Was asked to stay on as a sales associate. Created and implemented daily operation checklists for the service and sales departments.

YACHT STEWARDESS & DECKHAND | FORT LAUDERDALE, FL
April 2016 - November 2019

Full-time Stewardess and Deckhand on yachts, ranging in size from 74' to 205'. Lived onboard and traveled to various locations, including Bahamas islands, Mexico, California, Maine, Panama and Costa Rica.

- Stewardess duties: provided 6-star service at all times, assisted chef with meal prep, housekeeping services, concierge services, bar tending, bookkeeping, food provisioning, laundry services and maintenance of crew uniforms.
- Created a comprehensive interior maintenance schedule, detail cleaned the entire interior of the vessel, including all appliances, maintained detailed inventory of interior.
- Deckhand duties: washed down the vessel, tenders, and all "water toys." Operated onboard crane, watch keeping while underway, setting fenders and throwing lines while docking.

EMPLOYMENT EXPERIENCE

SHIPPING MANAGER & SALES ASSOCIATE - CLIMB MAX MOUNTAINEERING | PORTLAND, OR *October 2012 - March 2014*

Assisted in setting up new retail store. Created tracking system to improve efficiency and accuracy of the fulfillment process. Maintained 4 retail websites for multiple product lines, handled eBay and Amazon accounts. Designed retail product displays. Implemented inventory control system. Organized retail space and worked at Climb X Gear booth doing gear demos at various local rock climbing gyms.

SALES ASSOCIATE - OMSI | PORTLAND, OR *October 2006 - April 2009*

Improved gift shop displays and inventory organization at Oregon Museum of Science and Industry (OMSI).

JEWELRY DESIGNER & SALES ASSOCIATE - MICHELLE DECOURCY BOUTIQUE | PORTLAND, OR *February 2005 - September 2006*

Created my own line of jewelry for upscale women's clothing boutique. Assisted with clothing sales at the boutique.

SALES ASSOCIATE - EXPRESS LLC | HILLSBORO, OR *October 2004 - January 2005*

Member of team selected to stage new store for grand opening.

SALES ASSOCIATE - PIER 1 IMPORTS | WILSONVILLE, OR *June 2004 - August 2004*

Created displays for new concept store opening.