# Melissa Ecker

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*Aspiring software and database engineer transitioning into the IT field after more than twenty years of professional experience in the legal industry. Skilled in analytical research, technical writing, problem-solving, and managing complex workflows with accuracy and efficiency. Currently completing a B.S. in Information Science with strong academic performance. Proficient in multiple programming languages, development tools, and database technologies. Recognized for reliability, adaptability, attention to detail, and a collaborative team mindset.*

## PROFESSIONAL SKILLS

- Languages: Java, Python, C++, SQL, PL/SQL, HTML5, CSS, JavaScript
- Databases / Tools: Oracle, Oracle APEX, Microsoft SQL Server, GitHub, Eclipse, Visual Studio
- Operating Systems: Linux (Ubuntu), Windows
- Software: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access), WordPerfect
- Core Strengths: Analytical reasoning, documentation, cross-team communication, client support, task prioritization

## EDUCATION

**UNIVERSITY OF ARKANSAS**                                        **Little Rock, AR**
*Pursuing Bachelor of Science in Information Science, May 2026*

- Chancellor's List, GPA: 3.85

**ARKANSAS STATE UNIVERSITY**                                        **Beebe, AR**
*Associate of Science in Computer Information Systems, August 2024*
*Associate of Science in Liberal Arts and Sciences, August 2024*

- Chancellor's List, Phi Theta Kappa, GPA: 3.90

## PROFESSIONAL EXPERIENCE

**Home Depot**                                        **Cabot, AR**
*Sales Associate*                                        *November 2021-Present*

- Utilize proprietary business software and internal applications to support daily operations.
- Train and mentor new associates, helping them learn tools, workflows, and task prioritization.
- Provide customer service and project guidance on tools, hardware, and home improvement planning.
- Serve as a Voice of Associates member, communicating employee insights to management and improving operations.

**Law Firm of Kaiser & Swindells**                                        **Long Beach, CA**
*Legal Assistant, Notary Public*                                        *October 1999-November 2021*

- Conduct legal research and analysis to support litigation and case development.
- Draft legal documents, prepare filings, and manage sensitive records with accuracy and confidentiality.
- Maintain digital client database ensuring data integrity and proper organization.
- Coordinate scheduling of hearings, depositions, and deadlines across multiple stakeholders.
- Communicate professionally with courts, clients, and attorneys to ensure smooth case progression.
- Manage high-volume tasks with precision, demonstrating strong problem-solving and organizational skills.
- Update clients via phone, email, and written communications.

| PROFESSIONAL AFFILIATIONS | VOLUNTEER WORK |
|---|---|
| • Women Who Code (Student)<br>• Women in Cybersecurity (WiCyS) | • Cabot Animal Support Services |