MELISSA ECKER

Cabot, AR • (562) 895-1981 • melissaeckerpc@gmail.com
LinkedIn: linkedin.com/in/melissa-ecker1/

PROFESSIONAL SUMMARY

Detail-oriented and highly motivated emerging software and database professional with 20+ years of experience managing complex workflows in the legal industry. Skilled in analytical research, technical documentation, problem-solving, and process accuracy. Currently pursuing a B.S. in Information Science with strong academic performance. Proficient in programming, database development, and modern IT tools. Recognized for reliability, adaptability, and a collaborative mindset.

TECHNICAL SKILLS

Languages: Java, Python, C++, 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, WordPerfect
Core Strengths: Analytical reasoning, documentation, client support, cross-team communication, task prioritization

EDUCATION

University of Arkansas at Little Rock — Little Rock, AR
Bachelor of Science, Information Science (In Progress)
Expected May 2026
Chancellor's List • GPA: 3.78

Arkansas State University — Beebe, AR
Associate of Science, Computer Information Systems — Aug 2024
Associate of Science, Liberal Arts and Sciences — Aug 2024
Chancellor's List • Phi Theta Kappa • GPA: 3.90

PROFESSIONAL EXPERIENCE

Home Depot — Cabot, AR
Sales Associate • Nov 2021 – Present
- Support daily operations using proprietary business systems and internal applications.
- Train and mentor new associates on tools, workflows, and task prioritization.
- Deliver customer guidance on tools, hardware, and project planning.
- Serve as a Voice of Associates representative, communicating feedback to leadership to improve operations.

Law Firm of Kaiser & Swindells — Long Beach, CA
Legal Assistant / Notary Public • Oct 1999 – Nov 2021
- Conducted research and analysis to support litigation and case strategy.
- Drafted legal documents, prepared filings, and maintained confidential records.
- Managed digital client databases, ensuring data accuracy and organization.

- Coordinated scheduling and deadlines across multiple stakeholders.
- Communicated professionally with courts, clients, and attorneys to support smooth case progression.
- Executed high-volume tasks with precision, demonstrating strong organizational and problem-solving skills.

AFFILIATIONS

• Women Who Code (Student Member)
• Women in Cybersecurity (WiCyS)

VOLUNTEER EXPERIENCE

• Cabot Animal Support Services