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, Figma, Bootstrap
- Operating Systems: Linux (Ubuntu), Windows
- Software: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access), WordPerfect
- Core Strengths: Analytical reasoning, documentation, data governance and security, 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: 3.84

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

- Women Who Code (Student)
- Women in Cybersecurity (WiCyS)

VOLUNTEER WORK

- Cabot Animal Support Services