

# Melissa Ecker

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## SUMMARY

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.

## 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 (Word, Excel, Outlook, PowerPoint, Access), WordPerfect
- Core Strengths: Analytical reasoning, documentation, cross-team communication, client support, task prioritization

## EDUCATION

### University of Arkansas at Little Rock — Little Rock, AR

Bachelor of Science in Information Science (In Progress)

Expected May 2026

- Chancellor's List • GPA: 3.78

### 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.

## PROFESSIONAL AFFILIATIONS

Women Who Code (Student Member)

Women in Cybersecurity (WiCyS)

## VOLUNTEER EXPERIENCE

Cabot Animal Support Services