

# Melissa Ecker

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<https://www.linkedin.com/in/melissa-ecker1/>

*Aspiring software/database engineer with twenty-plus years of legal experience. Embarking on a second career. Seeking to utilize my unique set of skills combining litigation, business, customer service, and technology to contribute to the success of an organization. Possess an Associate of Science in Computer Information Systems. Currently pursuing a Bachelor of Science in Information Science at University of Arkansas – Little Rock.*

## EDUCATION

### UNIVERSITY OF ARKANSAS

**Little Rock, AR**

*Pursuing Bachelor of Science in Information Science, 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 applications.
- Train new associates, coordinating prioritization of tasks.
- Provide customer service and project advice.
- Member of the Voice of Associates as an advocate and liaison between peers and upper management.

### Law Firm of Kaiser & Swindells

**Long Beach, CA**

*Legal Assistant, Notary Public*

*October 1999-November 2021*

- Prepare legal documents and maintain court and discovery calendar.
- Evaluate cases and perform legal research.
- Monitor deadlines, subpoena records, and schedule hearings and depositions.
- Maintain client database.
- Communicate tactfully with courts including clerks and judges.
- Update clients via phone, email, and written communications.

## ADDITIONAL SKILLS

- Proficient in WordPerfect and Microsoft Office (Word, Excel, Outlook, PowerPoint, Access).
- Experienced with programming languages including SQL, Java, Python, C++, HTML5, CSS, and JavaScript.
- Skilled in utilizing development tools such as Eclipse, Visual Studio, and GitHub.
- Familiar with Linux (Ubuntu), Oracle, Oracle APEX, and Microsoft SQL Server.

## PROFESSIONAL AFFILIATIONS

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

## VOLUNTEER WORK

- Cabot Animal Support Services