**Melissa A. King**

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Portland, OR - (978) 223 8121

#### **Objective**

I am searching for a company or organization to work for and with that will allow me to use my education, experience, and incredible people skills in a way that benefits society and the community. I would like to be a part of something bigger than I have in the past; in particular an organization that will allow me the opportunity to grow and advance while leaving behind something noteworthy.

#### **Education**

Lycoming College, 2005-2009:

Bachelor of Arts - History and Culture of the Ancient Near East/French/Religion

3.107 GPA

Centre Universitaire d’Etudes Franciases – Stendhal Universite, Grenoble III, 2007

#### **Work History**

**2013 to present, Director of Community Programs, Cornell Estates Retirement and Assisted Living (Hillsboro, OR)**

I manage the Community Programs Department; I supervise the Community Programs Coordinator and the transportation team, as well as continue to execute and be involved in the responsibilities listed below. In addition, I book talent and education, including auditioning and interviewing. I am responsible for the budget in the Community Programs department, which includes balancing, petty cash, and writing checks. I interview and coordinate a number of volunteers and delegate the work in our department. I am also the liason with community partnerships like local universities and non-profits.

**2010 to 2013, Community Programs Coordinator, Cornell Estates Retirement and Assisted Living (Hillsboro, OR)**

I primarily plan, teach, and coordinate events, classes, community service projects, trips, parties and concerts for retired adults and the surrounding community. This includes, but is not limited to: calendar, newsletter and event planning, hosting, directing choir, teaching various classes, fundraising, promoting, counseling, entertaining and using Microsoft Word, Publisher, Excel, etc. I also spend at least 3 hours a week covering the Front Desk of the facility and assisting in other departments in a team-oriented fashion.

**2011 to 2013, Administrative Assistant, Cleanway (Hillsboro, OR)**

I process invoices and payments (using Quickbooks) for a family-owned carpet-cleaning business. I also file and send out mailings and communications with clients.

**2005 to 2010, Counselor I, Shore Educational Collaborative (Peabody, MA)**

Shore is a day program for adults with mental, physical and behavioral disabilities. My job included assisting clients with daily routines and supervising them in recreational and paid opportunities in the community. I also planned weekly objectives and activities and kept daily notes and monthly files on clients I worked with.

**2006-2009 Caller, Lycoming Annual Fund (Williamsport, PA)**

I contacted alumni, parents and individuals to keep them up to date with Lycoming College and to discuss their donating to the Annual Fund. I took donations and sent out mailings to them as well, while keeping appropriate records.

**2009, Intern, AIDS Resource (Williamsport, PA)**

I assisted with office work, activities run by the program, fundraising, and any other tasks that needed to be done. I also worked in a living facility – West House - run by AIDS Resource for clients with HIV or AIDS, or those who were either homeless or in transit.

**2008, Intern, Beverly Historical Society and Museum (Beverly, MA)**

I followed the curator at the museum and researched, scanned, summarized and cataloged artifacts in the museum’s computer database. I worked mainly on letters from The Civil War as my personal project.

**2007, Assistant to the Professor, French Department, Lycoming College (Williamsport, PA)**

I helped prepare class work and assisted the professor in Power Point projects.

**2006, Counselor, Gwynn Valley Camp (Brevard, NC)**

I lived on the camp grounds with another counselor and eight girls ranging from 6-8 years of age. I worked as one of their primary supervising counselors as well as a counselor for all of the campers in various activities throughout the camp day.

**2003-2005, Cashier, Kelly’s Roast Beef (Danvers, MA)**

I worked at the register in the restaurant; taking orders, handling money, and completing orders.

#### **References**

Michele Fritzler, Community Programs Director, Cornell Estates, 503-577-5459

Meghan Hepler, Director of Annual Giving, Lycoming College, 570-321-4217

Jennifer Ames, Direct Service Specialist II, Shore Educational Collaborative, 781-632-6495

#### **Languages**

English - fluent

French - advanced to fluent

#### **Activities**

Alpha Xi Delta [Women’s Fraternity] - Vice President of Programs, Chaplain

Lycoming College Choir - Alto

Club Franco (French Club) - Treasurer

WRLC (Lycoming College Radio) - music director

#### **Volunteer Experience**

Adelante Mujeres, Relay for Life, Daniel’s Closet, Best Buddies, Little League Museum, Muncy PA Historical Society/Archaeology, Choose Children, Autism Speaks, Alliance for Lupus Research - Walk for Lupus