

Melissa S. Manley

Melissa7022@yahoo.com

Current Address

100 Beatties Ford Road
Charlotte, NC 28216
(857) 334-7210 cell

Permanent Address

19 Aspinwall Road
Dorchester, MA 02124
(617) 287-1852 home

Objective To obtain a part-time position that will allow me to further develop my communication skills and ability to interact with the public

Education **Johnson C. Smith University**, Charlotte, NC
Bachelor of Arts in Criminology
Minor in Computer Science
Expected May 2010
3.1 GPA

Honors Deans List 2006 – present, Sigma Tau Delta and Pi Gamma Mu Honor Society.

Computer Skills/ Microsoft Windows 98, Word, Excel, PowerPoint, Visual Basics and Internet Explorer

Abilities Customer service experience, flexible, reliable, hard-working, interpersonal skills

Experience **Charles Linwood Morgan, Jr.,** Charlotte, NC
Attorney at Law Intern January 2009 – May 2009

- Cross-examine inmates in addition to clients at courthouse
- Assistant in courtroom/trials
- Retrieved errands to police station, federal court, and district attorney's office
- Put together and organizes trial notebooks

Central Boston Elder Services, Roxbury, MA
Summer Intern June 2007- August 2007

- Opened and filed mail, and organized files in alphabetical order
- Arranged new files for new clients
- Provided assistance to other office employees

Massachusetts Bay Transportation Authority, Boston, MA
Legal Department Intern October 2005 – June 2006

- Opened, filed and mailed correspondence
- Answered multiple phone line system and retrieved errands for attorneys as needed
- Organized files in alphabetical order
- Assisted clients by using their tracking number to access file information
- Organized accident report information using electronic file form
- Performed other general office duties including photocopying and faxing

Boston Police/ Summer of Opportunity, Boston, MA
Intern June 2005 – June 2006

- Took business etiquette class
- Participated in team building workshops
- Learned leadership and life skills
- Educated in conflict resolution and time management

Activities Bishop Spaugh Community Academy Tutor, Billy club, track and field team, and President for new resident hall.