

MELANIE JANETTE DOI

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**OBJECTIVE** To provide excellent service, support, and organizational skills to those in need

**SUMMARY OF QUALIFICATIONS**

- Microsoft Office
- Administrative duties
- Scheduling/coordinating
- Babysitting
- CPR/First Aid Certified

**EMPLOYMENT HISTORY**

2024	Babysitting through SitterCity App <ul style="list-style-type: none"><li>• Currently CPR/First Aid Certified for all ages</li><li>• Background check - cleared every 90 days</li><li>• Care for two to three children in their own homes</li><li>• Light meal preparation</li><li>• Conduct bedtime routines according to parent instruction</li></ul>
2018-Present	Homemaker <ul style="list-style-type: none"><li>• Raising my own posterity and taking names</li><li>• Running a 24-7 kitchen and creating culinary masterpieces</li><li>• Overseeing and assisting with homework and reading assignments</li><li>• Initiating routines according to specific needs</li><li>• Teaching the ways of the world to the next generation of brilliant minds</li><li>• Loving every minute of it...most every minute</li></ul>
2014-2018	Mt. Playmore, Austin, TX Administrative Assistant/Girl Friday <ul style="list-style-type: none"><li>• Right hand to general manager</li><li>• Administrative tasks/filing/cash handling</li><li>• HR duties – onboarding, paperwork, background checks, scheduling</li><li>• Posted job ads, initial weeding of resumes</li><li>• Scheduled interviews, email/phone correspondence</li><li>• File updating and maintenance</li><li>• Employee handbook and non-government paperwork – editing/creating</li><li>• Bookkeeping with Quickbooks; reconciled accounts</li><li>• Wrote a bi-weekly company newsletter</li></ul>
2013-2014	Inter State Studio & Publishing Co., Maryland Heights, MO School Photographer <ul style="list-style-type: none"><li>• Communicated with students and faculty face-to-face</li><li>• Followed detailed, daily checklists to set up and tear down equipment</li><li>• Took photographs considering strict posing guidelines and time restrictions</li><li>• Accounted for all equipment and properly filled-out paperwork</li><li>• Worked independently</li></ul>

## **EDUCATION**

Graduated – December 2012

- University of Missouri-St. Louis
- Bachelor of Arts degree in Liberal Studies: photography and art history
- 3.7 GPA (4.0 scale)

## **ACHIEVEMENTS**

- Member of Phi Theta Kappa (International Honor Society)
- Dean's List
- “Best of the Best” winner, Fall 2013 (Regional photography contest)
- Currently surviving motherhood