**Melody Correa**

**706 Church Street**

**Newington C.T 06111**

**(860) 890-5405**

**OBJECTIVE:** Seeking a position in which my experience and inspiration will be utilized to its fullest in a growth oriented company.

**SKILLS AND ABILITIES:**

* Organized
* Professional and Punctual.
* Microsoft Word Proficient
* College Keyboarding
* College credits in Liberal Arts

**EMPLOYMENT EXPERIENCE:**

**Roosevelt Middle School Guidance Dept.**

**Position: Volunteer Office Secretary** New Britain, CT

**Duties:** Assist head secretary with filing during 05/2005-03/2012

Busy seasons. Answer telephone lines and direct

Phone calls. Organize file cabinets and label files.

**YWCA of New Britain**

**Position: Substitute Teacher**

**Duties:** Assist head Teacher with activities and New Britain, CT

supervise children daily as well as providing a 08/05-02/07

safe and clean environment.

**Nanny for Melissa Alvarado**

**Position: Nanny** New Britain, CT

**Duties:** Supervise children in their own home. 08/05-current employment

Prepare lunch and set them down for nap.

Engage in various activities, take them out

for short field trips. Bring the children to

doctor’s appointments when needed.

**EDUCATION:**

1. **High School Diploma, New Britain High School 2005**
2. **General Education Courses- Capital** C**ommunity College**