

Melissa Shaine

Fashion Merchandising Student

Marlton, NJ - Email me on Indeed: [indeed.com/r/Melissa-Shaine/1d11fbc01eed250b](https://www.indeed.com/r/Melissa-Shaine/1d11fbc01eed250b)

To obtain an internship with a business or fashion company.

WORK EXPERIENCE

Fashion Research Assistant & Community Outreach Liaison

SHOEKANDI.COM - October 2012 to Present

Assist owner in operations and researching fashion trends for an online shoe company.

- Write blog entries on fashion as well as personal experience.
- Promote and plan events to increase the success of this new company.

Sales Associate

ULTA SALON, COSMETICS & FRAGRANCE, INC - Cherry Hill, NJ - April 2012 to Present

Assist with operations, and sales of a beauty and cosmetics company.

- Provide personal shopping experience and give attention to customers' individual cosmetic needs.
- Promote events and new product lines in order to assist the company of meeting its daily sales goals.

Receptionist

CHESTNUT HILL FAMILY CHIROPRACTIC CENTER - Lafayette Hill, PA - August 2011 to Present

Assist owners in operations of a small family owned chiropractic office specializing in nutrition and sports related injuries.

- Balance and record in the daily log book, keeping the office's monetary transactions, as well as the patient's balances organized.
- Coordinate office duties including answering phones, and recording messages in order to assist the owners in running the practice smoothly.

SKILLS:

- Microsoft applications: Excel, PowerPoint, Word

EDUCATION

Bachelor of Science

PHILADELPHIA UNIVERSITY - Philadelphia, PA