

# Melynnda Graves

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Melynnda-Graves/ebebefc049a34093](https://www.indeed.com/r/Melynnda-Graves/ebebefc049a34093)

Business Administration Major, concentration management, with superior work ethic and creative ideas. Offers experience in many diverse fields in order to identify with different types of everyday customers. With an artistic and creative background and having dealt with intense environments, innovation, independence, flexibility, and goal consistency becomes second nature.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Volunteer Fashion Rep**

Heres2CoolStuff Clothing Store - January 2015 to Present

take inventory, organize and stock shelves, assist customers, accessorizing, catalog model, work cash register, assist in keeping store clean, and book performances.

### **Fashion Rep**

Delia's Clothing Store - King of Prussia, PA - January 2014 to February 2015

Ensure merchandise was correctly marked. Perform cash register duties. Recommend, select, or help locate merchandise for customers. Greet every customer with a smile, good conversation, and offer assistance. Provided customer service. Presented flattering items to fit customer's preferences. Maintained a SPH of \$200.

### **Nanny/Caregiver**

Autistic Home-Care - Philadelphia, PA - May 2012 to August 2014

Morning Care: waking child up, bathing child, preparing breakfast and lunch, delivering child to school bus. After Care: retrieving child from school bus, creating fun and innovative games for learning, preparing afternoon snack, informing employer of problems and special circumstances via weekly reports.

### **WorkReady Summer Internship Program**

Jefferson Hospital of Philadelphia - Philadelphia, PA - July 2011 to August 2011

Administrative duties: filing, typing, data entry, record-keeping, answering calls, and distributing departmental correspondence.

### **WorkReady Summer Internship Program**

Drexel University - Philadelphia, PA - July 2010 to August 2010

Hospitality, Culinary Arts, & Food Service- performed inspections of culinary equipment, inventories, deep cleaning, cooking, baking, cleaning, and scholarship research.

### **Work-Study Volunteer**

Evelyn Graves Christian Academy - Philadelphia, PA - October 2006 to August 2009

office aide, filed records, answered phones, distributed class memos and materials, and data entry.

### **Assistant Instructor**

Marietta's Day Care - Philadelphia, PA - August 2013

assisted instructors with daily routines of learning activities, preparing and distributing meals, organizing, bathroom time, cleaning, aiding in the needs of the parents and children.

## EDUCATION

### **Business Administration**

Cheyney University - Cheyney, PA  
2013 to Present

Penn State - University Park, PA  
2012 to 2013

Philadelphia Mennonite High School - Philadelphia, PA  
2008 to 2012

## SKILLS

Adaptability Cooking Filing Flexibility Instructing Microsoft Office Organizing Performing - Acting, Singing,  
Dancing Team Work

## AWARDS

**Valedictorian Award, 2012 San Dee King Award for Music, 2012 Fairmount Civic Association Education Award, 2012 Longacre Award for Scholastic Excellence, 2012 Citizenship Award, 2012 Chapel Ministry Award, 2012**

## ADDITIONAL INFORMATION

Heres2CoolClothingStore- Catalog Model, 2015-Present  
JGP – Actor, Singer, Dancer, 2009-present  
EGDP – Community Theater Company, 1999 – present  
EGDP -- Community Catering Service, 1999 -- present  
Crazy GoCar Productions – Actor, Singer, [...]