

Melissa Williams

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PROFESSIONAL SKILLS

Dedicated and focused professional who excels in prioritizing, multi-tasking, and achieving project goals

- Flexible
- Problem Solver
- Self-Motivated
- Team Player
- Organized
- Reliable
- Strong Work Ethic

PROFESSIONAL EXPERIENCE

Parks and Recreation Director

March 2006 - Present

Richland Township (Gibsonia, PA)

- Develop, promote, and coordinate community events including Richland Township Annual Community Days and Richland Township Movies in the Park
- Oversee administrative operations for Parks and Recreation Department + 80 acre park
- Supervise design, acquisition, and maintenance of recreation facilities
- Coordinate routine maintenance and special projects with Public Works Department
- Direct expenditures and record keeping of departmental funds
- Attend regular Parks and Recreation meetings reporting long-term goals, programming, and recommendations to Township Supervisors
- Oversee marketing including managing social media and creating township newsletters, park brochures, and contracts

Art Educator

St. Mary School (Glenshaw, PA)

Nov 1998 - June 2017

St. Irenarus (Oakmont, PA)

Oct 2000 - June 2001

Community College of Allegheny County (Pittsburgh, PA)

1997-1999

- Educated students on developing aesthetic concepts and making qualitative judgments about art
- Applied Elements of Design, Elements of Art, and modern principles through classroom techniques
- Through individual and small-group instruction, adapted curriculum and accommodated a variety of instructional activities for the needs of students with varying intellectual and artistic abilities
- Instructed students in proper care and use of equipment and tools
- Organized equipment, materials, and tool storage areas to prevent loss or abuse while also minimizing distribution and collection time
- Prepared student progress reports evaluating performance and growth in knowledge and aesthetic understandings
- Selected, requisitioned, and maintained inventory of books, instructional materials, and tools
- Planned and presented student art exhibitions for the school and surrounding community
- Communicated with parents and school counselors on student progress
- Participated in programs on curriculum and development

Assistant Manager

Sept 1998 - Nov 1999

David's Bridal Store (Pittsburgh, PA)

Manager

Oct 1988 - Nov 1995

Wilson Suede and Leather (Pittsburgh, PA)

- Managed 1.5 million dollar store and kiosk. Performed supervisory and administrative responsibilities in accordance with organizational policies and procedures
- Interviewed, hired, and trained new employees; planned assignments; completed performance reviews and discipline reports; and addressed complaints and resolved personnel issues
- Performed merchandise floor set, set sale price points, and managed inventory control
- Created, maintained, and reported budget information to senior management
- Developed business strategies to increase clientele, expand store traffic, and optimize profitability
- Met sales goals by training, motivating, and mentoring sales staff
- Ensured high levels of customer service satisfaction through excellent customer service

EDUCATION

Carlow College (Pittsburgh, PA)

1997

Certification in Art Education

LaRoche College (Pittsburgh, PA)

1989

B.S. in Business Administration and Management

Proficient in Microsoft Office