



## CONTACT

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## EDUCATION

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BACHELOR'S DEGREE  
Communications  
University of Missouri  
2014 – 2017

MINOR  
Psychology  
University of Missouri  
2014 – 2017

## SKILLS

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### TECHNICAL

Microsoft Office Suite, Microsoft Visual Studio  
Code, IntelliJ, MySQL, Java, JavaScript, Thymeleaf,  
Spring Boot

### SOFT SKILLS

Communication  
Initiative  
Interpersonal

# Melanie Jones

## PROFESSIONAL PROFILE

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Bachelor's Degree in Organizational Communications

Continued education through Launchcode's computer coding program. Graduation date: February 18<sup>th</sup>, 2020

Active D.o.D Secret Clearance through 2023

Seeking a position within Software Development

## EXPERIENCE

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IT BUSINESS ANALYST | USTRANSCOM  
March 2020 – Present

ADMINISTRATIVE ASSISTANT | BIRENBAUM & ASSOCIATES  
January 2019 – February 2020

I am currently an administrative assistant for an association management firm.

- Provide direct administrative support to employees, managers, and executives to ensure efficient office operations
- Generate queries, conduct general customer research, and create reports
- Execute company invoicing
- Upload/update information in the company's proprietary database
- Maintain both electronic and hard copy filing
- Prepare for company conferences and expos

92Y SUPPLY CHAIN SPECIALIST | MISSOURI NATIONAL GUARD  
APRIL 2013 – April 2019

I was a Supply Chain Specialist in the Missouri National Guard. My duties included, sensitive item inventory, creating new member profiles, and ordering of OCIE gear.

### Active D.o.D. Secret Clearance

- Ordered all new unit soldiers' OCIE gear
- Performed quarterly inventory of all unit sensitive items
- Provided planning in the issuing of weapons and gear during training exercises
- Oversaw and updated all records of incoming and outgoing stock using hand receipts
- Confidentially handled unit classified files and information



**Melanie Jones**

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## EXPERIENCE (Continued)

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### SENIOR TECHNICAL RECRUITER | INSIGHT GLOBAL

February 2018 – November 2018

Insight Global is the 3rd largest IT staffing firm in the United States. As a recruiter, I interviewed qualified candidates for our clients' positions on both a local and national level.

- Screened and conducted interviews on potential candidates for clients' positions
- Initiated drug and background checks on candidates as well as completed candidate I9's
- Fostered relationships with both contractors and company clients
- Cold called and scheduled meetings with potential new prospects
- Conducted meetings to sell our company's services to new/current business prospects

### MARKETING RESEARCH INTERN | BUR OAK BREWERY

September 2017 – December 2017

As a Marketing Research Intern, I focused mainly on product growth for Bur Oak Brewery by coordinating brewery tastings and events while also aiding in Bur Oak's social media presence.

- Teamed with fellow interns to design marketing materials for current and potential product consumers
- Created attractive media content for Bur Oak using multiple platforms (Facebook, Instagram, etc.)
- Assisted in the coordination and execution of brewery events, tastings, and projects
- Researched and shared insights for current market trends in the craft beer business

### PROMOTIONS MANAGEMENT INTERN | CUMULUS BROADCASTING

August 2016-December 2016

I was brought on as Cumulus's Promotions Intern; here I handled the social media presence as well as prepared for numerous events at assigned venues.

- Planned and promoted events at assigned venues via social media platforms
- Created numerous radio stations' social media content through differentiating genre lenses
- Produced and voiced radio advertisements for Cumulus's clients
- Assisted radio listeners with contesting at venue events
- Set up Cumulus products and promotion items at venues on performance nights

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## CERTIFICATES & ACHIEVEMENTS

### HAZMAT CERTIFICATION

2018

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