# **BRITT MELIA**

## CONTACT —

meliabt19@gmail.com

(910) 515-8248 📞

2704 Alder Ridge Ln Raleigh, NC, ♥ 27603

## EDUCATION —

PINECREST HIGH SCHOOL GPA: 4.3

Pinehurst, NC

High School Diploma (Jun 2019)

Extracurricular Activities

Meals on Wheels Volunteer Soccer Coaching

# ADDITIONAL SKILLS —

Technology Software

### CERTIFICATIONS —

UNC Coding Bootcamp for Web/Software Development

#### EXPERIENCE

#### FRONT DESK/SHIFT LEAD

Planet Fitness, Raleigh, NC / Sep 2019 - Aug 2020

Front Desk: Conducted thorough new member tours including membership rates. Monitor Front Desk activities including member scan in's, financial red screens, setting tanning beds and member or new member questions. Conducted thorough walkthroughs of the gym floor and men's bathroom. This included reorganizing weights, mats, and benches, any PF policy violations, and refilling sanitizing bottles and paper towels. Covered OVN Shifts for our weekend manager who was out on medical leave. Assumed his responsibilities of running red screen reports, scanning logs, opening/closing cash drawers, and nightly cleaning duties. Shift Lead-Promoted on January 7th Responsibilities included that of the Front Desk as well as, delegating and inspecting team members daily cleaning duties. I also, audited Red Screens, Log Scan In's, Staff Stats and Goals, and Gender reports daily. Assisted and conducted interviews. Uploaded Inspection Doc's ( Red Screens, BER, Team Nominations, and Tanning Bed Logs.

#### FRONT HOUSE/DELIVERY DRIVER

Jimmy Johns, Southern Pines, NC / Mar 2019 - Jul 2019

 Was responsible for making deliveries from the store and back in under 20 minutes, in a legal driving manner. Being a part of the sandwich making process including customer distribution. Counting and closing the drawers at either the end of the lunch shift or the night shift as well as closing management.

#### **HEAD/ASSISTANT COACH**

Athletic Club of the Sandhills, Southern Pines, NC / Jan 2018 - Aug 2018

• Head Coaching position was responsible for weekly practices (2x a week) Saturday morning games communicating with 12+ parents about games, practices, team snacks, dinners, and any questions that they had. Signing and confirming match reports. Assistant Coaching Position was responsible for weekly setups of drills for U-4 and U-6 programs (every Tuesday, Wednesday, Thursday, and Saturday). Assist the Head Coach in managing the youth players (sessions could have anywhere from 15-30 kids at a time). Properly assist and coach youth layers through fundamental soccer techniques. Interact with parents and players alike. Assist in deconstruction of the training sessions drills

# **CASHIER**

Duck Donuts, PINEHURST, NC / Aug 2017 - Nov 2017

 Responsible for financial transactions, front End customer service, mainly dealing with comments and concerns about the establishment or food. Making coffee, lattes, and espressos. Cleaning restrooms, lobby, dishwashing and behind the counter.



References available upon request