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Melissa D. Farr

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Creative and Detail-Oriented Professional with Administrative Experience

- Successfully implemented extensive and searchable digital file system.
- Professionally applied strong communication skills, both written and verbal, in order to diplomatically and efficiently solve problems.
- Skilled with a range of platforms and software, including Windows, Mac OSX, Google Docs and Dropbox, and all aspects of Microsoft Office.
- Created effective academic marketing materials and increased event attendance.
- Utilized MySQL-based system in order to maintain a national research database.
- Applied Photoshop, Dreamweaver and Jekyll (see website) skills in the creation of personal websites.
- Quick completion of written material with a typing speed of 65 words per minute.
- Graduate school research experience and experience managing undergraduate employees.

PROFESSIONAL EXPERIENCE

University of Alaska Fairbanks – Geophysical Institute
ADMINISTRATIVE ASSISTANT

2012-2013

- Maintained the calendar of the director and made necessary meeting and travel arrangements.
- Originated and coordinated departmental documentation including purchase orders, travel authorizations, and hiring paperwork.
- Processed purchase orders, work order, budgetary allowances, and travel authorizations.
- Managed visa and employment documents in coordination with the International Studies office.
- Constructed a uniform digital filing system for heretofore hardcopy departmental forms.
- Documented formal procedures for digital filing and constructed the office employee manual.
- Handled public-facing tasks for GI Director's office including greeting visitors, answering the phone, and organizing and preparing for daily meetings.
- Designed and maintained graphic displays of current GI projects for visitors.
- Responsible for maintaining and reconciling a number of petty cash funds, including those for office supplies and fundraising efforts.
- Handled confidential documents in accordance with GI, UAF, and FERPA guidelines.
- Received Personnel/Payroll Assistant training through UAF HR.

North Carolina State University, Academic Support Program for Student Athletes
COLLEGE TUTOR

2010-2011

- Assisted undergraduates in comprehension and completion of projects, papers, and study in humanities subject areas spanning all levels of instruction.
- Obtained College Reading and Learning Association (CRLA) level 1 certification, along with accompanying promotion.

North Carolina State University, Linguistics Program
RESEARCH ASSISTANT

2010-2011

- Maintained the NCLLP database using a MySQL-based program.
- Organized weekly seminars given by academics from across the country, including acting as the point of contact and arranging all travel arrangements.
- Assisted in the construction of several grants aimed at bringing sociolinguistics to the secondary education level.

University of North Carolina, Institute for the Arts and Humanities
ADMINISTRATIVE ASSISTANT

2006-2008

- Performed secretarial and administrative work for the Director of IAH, including organizing meetings, fielding phone calls, updating and maintaining databases, and coordinating maintenance of the office environment.
- Maintained the Director's calendar and managed interactions with both internal and external executives and organizations.
- Executed conferences, seminars and lecture series in coordination with the Office of the Chancellor and the Board of Regents.
- Managed a large catering kitchen, as well as organized all catered events.
- Stocked and maintained all supplies for the kitchen.
- Created educational and marketing materials for all institutional events, including pamphlets, programs, and posters.

EDUCATION

Bachelor of Arts in Linguistics
University of North Carolina
3.4 GPA

2006-2010

Masters in English (Linguistics)
North Carolina State University
4.0 GPA
[Incomplete]

2010-2011

For more educational information, please see website.