

Mel Mealey

(801) 380-5163 • Cary, NC 27513 • melmealey@gmail.com

Work Experience

Robob, LLC **Personal Assistant**

Cary, NC
Temp Job June - Oct 2023

- Edited documents, printed, 3-hole punched, and created binders of "books" for the classes the owner would teach at throughout the country
- Boxed up and shipped "books" to the hotels where the owner would be teaching
- Listened to and transcribed numerous audio clips daily

Prudent Growth Operations, LLC **Office Manager**

Chapel Hill, NC
Sept. 2021 - May 2023

- Collected and recorded monthly rent payments in *Appfolio* software for all properties
- Organized and maintained records for taxes, insurance, banking details and mail associated with 60+ properties
- Managed electronic filing and document management systems in Dropbox to improve efficiency and access to all company records
- Maintained inventory and managed supply purchases for daily office operations
- Basic knowledge of *Quickbooks* software to create invoices
- Documented standard operating procedures to utilize for future training
- Recipient of the Silver-Lining award: given to the employee who sees the good, exhibits a positive attitude and finds the best solution in various circumstances, received December 2022

Norwex **Independent Sales Consultant**

Sept. 2015 - Dec. 2021

- Successfully grew a team of nearly 40 women passionate about sharing Norwex eco-friendly products
- Strengthened communication and interpersonal skills to communicate effectively to team members across multiple organizational levels
- Learned new software platforms to grow my business including *Project Broadcast*, *Photofy* and *Sqweee*

Volunteer Work

Children & Youth Ministry, Volunteer Instructor

2005 - Present

- Led discussions on spiritual topics incorporating life skills for children and youth classes
- Assisted with planning, organizing and executing annual fundraisers for youth programs
- Led a Cub Scouts Den in character building activities weekly to complete scouting requirements and develop unity

Formal Education

Brigham Young University

BS with emphasis in Recreation Management and Youth Leadership

Provo, UT

Dec. 2004