

Mel Mealey

(801) 380-5163

Cary, NC 27513

melmealey@gmail.com

Work Experience

Preston Corners Pediatric Dentistry **Front Desk/ Admin**

Cary, NC
Jan 2024 - present

- Act as the primary point of contact for patients, handling check-ins, phone inquiries, appointment scheduling and rescheduling, payment processing, and updating insurance information.

Robob, LLC **Personal Assistant**

Cary, NC
Temp Job June - Oct 2023

- Edited documents, performed printing, 3-hole punching, and binder creation for educational materials used in classes conducted nationwide by the owner.
- Managed packaging and shipment of educational materials to various hotels in preparation for the owner's teaching engagements.
- Demonstrated proficiency in transcribing a high volume of 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
- Documented standard operating procedures to utilize for future training

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*

React Portfolio

- Deployed Application: <https://beautiful-genie-5cc59e.netlify.app/>
- Github Repository: <https://github.com/melmealey/REACT-Portfolio>

Formal Education

University North Carolina- Chapel Hill
Full-Stack Web Development Certificate

edX
May 2024

Accelerated program focused on independent coding and team project-management skills in technologies including HTML, CSS, JavaScript, Express.js, Handlebars, React, Node.js, SQL and NoSQL databases, MERN stack & Git/Github

Brigham Young University
BS with emphasis in Recreation Management and Youth Leadership

Provo, UT
Dec. 2004

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 scout den in character building activities weekly to complete scouting requirements and develop unity