

Melissa Scott

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Objective: Seeking to obtain a position at a company where I can utilize and enhance my skills and knowledge in graphics and web design, and as a creative artist and writer.

Employment: **Police Officer**

City of Miami Police Department, Miami, FL.

December 1997 – Current

My duties include patrolling the community and providing excellent service and safety to the residents of my assigned sector. It also includes demonstrating interpersonal skills, investigations, and some mental assistance and evaluations. It also involves clerical work, as all police reports are generated and accessed on the computer, and all accidents diagrams are digitally drawn.

Customer Service Representative

Val's Insurance Company, Miami, FL.

Summer 1997- December1997

Vehicle insurance sales, clerical, customer service.

Counselor

YMCA, Miami, FL.

1995-1996

Provide fun and creative educational activities for children in the after-school care program.

Highlights: *Developed and organized 3 stage performance shows. Designed and created custom costumes, the stage back-drop, did the make for each performer, and choreographed the dance steps and routines for each show.*

(Lead arts/crafts counselor).

Reporter

The Miami Times Newspaper, Miami, FL.

1994-1995

Interview and write stories on current and upcoming stars, performers, entertainers, people in the community, and the church. Highlights: made several front page articles.

Data Entry Clerk

Insure Smart Insurance Company, Miami, FL.

1992- 1994

Data entry, clerical work, and customer service.

Education:**Student (current)**

Miami International University of Art and Design (MIU)
Bachelors of Arts in Graphics/ Web Design
(Expected graduation 2019)

Miami-Dade Community College

Criminal Justice (Police Officer Certification)
Communications/ Journalism
North Miami Beach Sr. High June 1992
Commercial Art Magnet Program

Interests:

My hobbies and interests include designing, writing, and creating whenever and where ever possible. I often volunteered at my children's elementary schools in the arts/ crafts department, and for my church's art and youth departments. I also spend a lot of my free time writing poetry and preparing my manuscripts for future publishing endeavors.

References:

References are available on request.