Melanie Sullivan

CONTACT

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https://mesullivan11.github.io 🌐

RESUME OBJECTIVE

Enthusiastic, driven college graduate seeking a full-time position in information technology where I can utilize my knowledge of business and technology to your organization. Desire an opportunity to continuously learn and grow in a collaborative environment.

EDUCATION

BS MANAGEMENT INFORMATION SYSTEMS and MARKETING
BA MUSIC
Iowa State University, Ames, IA
December 2020
GPA 3.81/4.00

STUDY ABROAD PROGRAM
University College Cork, Cork, Ireland
Spring Semester 2019

SKILLS

HTML5 / CSS3 / JavaScript

Java / C#

Agile / Jira

SQL / Oracle APEX

Prototyping and Wireframing

Linux and AWS

Digital Marketing

Microsoft Word, Excel, PowerPoint, Access, and Project

CERTIFICATIONS

Google Analytics

Google Ads Search

ORGANIZATIONS

Ames International Orchestra Festival Association (AIOFA) board member

Student Union Board Marketing Committee member

WORK EXPERIENCE

BAKERY CLERK AND CHECKER
Hy-Vee, Ames, IA / February 2017– Present

- Packaged bakery items and placed on display shelves
- Took customers' orders and cleaned after each shift
- Scanned groceries and put money in the cash register

MARKETING INTERN
First Fleet Concerts, Des Moines, IA / June 2019 – August 2019

- Maintained social media accounts including Facebook, Twitter, Instagram, and Snapchat
- Distributed posters of upcoming shows throughout Des Moines
- Created email campaigns and digital advertisements to promote upcoming concerts

CASHIER AND CONSESSION ATTENDANT
City of Cedar Rapids, Cedar Rapids, IA / June 2016 – August 2016

- Swiped in visitors to the pool and managed the front desk
- Prepared the food and worked with staff to keep the concession stand running smoothly
- Cleaned after each shift and counted the money in the register

VOLUNTEER EXPERIENCE

STUDENT VOLUNTEER
ISU Student Union Board, Ames, IA / September 2017 – September 2020

- Set up chairs and the stage for the performers and attendees
- Coordinate ticket sales and attach wristbands on people attending the show
- Affix posters and distribute flyers to get the word out about upcoming shows