

# Melissa Nelson

## Professional Summary

Self-motivated web developer offering enthusiasm and understanding of various programming languages. Looking to join an organization where the opportunity for growth and personal development is encouraged.

## Work History

### Pace Analytical Services LLC – Support Coordinator III

Minneapolis, MN

06/2018 – Current

- Managed administrative logistics of events planning, including fee collection, event booking, and event promotions.
- Selected and ordered event materials and swag items.
- Provided general support to a variety of departments, including sales, marketing, QA, and regulatory

### Nelson Auto Center – Administrative Assistant/Commercial & Fleet Sales Consultant

Fergus Falls, MN

09/2015 – 05/2018

- Provided repeat customers with exceptional care and attention.
- Produced contracts, quotes, and proposals for clients.
- Asked appropriate open-ended questions to discover client's needs and product requirements.
- Handled multiple projects simultaneously and displayed a solid reputation for meeting project time lines.

### Chahinkapa Zoo – Zookeeper/Animal Trainer

Wahpeton, ND

04/2013 – 04/2015

- Indirectly managed a team of 5+ individuals as “keeper in charge”.
- Responsible for assisting with the on boarding of 5+ individuals.
- Partnered with the lead keeper to establish weekly objectives and complete all projects on time.

## Languages/Technical Skills

HTML, CSS, Bootstrap, JavaScript, jQuery, Git, GitHub, GitLab

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## Websites

- <https://mnelson13.github.io/Bootstrap-Portfolio/>
- <https://github.com/mnelson13>
- <https://www.linkedin.com/in/melissa-nelson-855500ba/>

## Skills

- Full-Stack Web Development
- Excellent organizational skills
- Extreme attention to detail
- Fast learner
- Highly dependable

## Education

2018

University of Minnesota – Twin Cities

St. Paul, MN

Coding Bootcamp, Full-Stack Web Development

2013

North Dakota State University

Fargo, ND

Bachelor of Science: Zoology

Graduated Summa cum Laude