**Max Melville**

Newton, MA | MaxMelvilleHW@gmail.com | (617) 721-7225

**EDUCATION**

**Stonehill College** | Easton, MA Anticipated Graduation: May 2022

*Candidate for Bachelor of Science in Business Administration*

**Major**: Undeclared Business | **GPA**: 3.48

**Awards**: Stonehill Dean’s Scholarship, Dean’s List (2 Semesters)

**WORK EXPERIENCE**

Resident Assistant | **Stonehill College** | Easton, MA August 2020 – Present

* Build positive relationships with residents while developing a healthy and academic living environment
* Counsel and advise residents on academic and personal questions and concerns
* Educate and enforce residents on College policies and safety guidelines amidst a pandemic
* Create, budget, market, and lead informative events for residents that follow the College’s mission
* Resolve resident conflict through mediation and follow up conversations

Founder|**Maximum Vintage** | Newton, MA December 2018 – Present

* Evaluate the legitimacy of high-end vintage clothes from various stores and resell the items at their more accurate prices to clients from all around the world
* Maintain customer retention and satisfaction by using consumer purchasing patterns to predict customer interest
* Utilize online forums to predict market trends and interest of high-fashion apparel

Camp Counselor/ Unit Leader | **Camp Echo Bridge** | Newton, MA June 2015 – Present

* Promoted from Camp Counselor to Unit Leader as a result of exceptional performance
* Mentor and evaluate counselors on inclusiveness to promote a positive and safe atmosphere for campers with and without special needs
* Conceptualize and execute all operations involved in implementing camp programming events
* Organize and lead activities for over 20 campers with special needs in a fast-paced environment

**COLLEGIATE ACTIVITIES**

**Financial Management Association** August 2020 – Present

* Enhance academic experience through analyzing and understanding the financial industry
* Explore possible professional opportunities in finance through attending events hosted by guest speakers

**Economics Club** November 2019 – Present

* Interact with members and analyze various macroeconomic principles relating to the U.S. Economy

**Concert Coffee House Committee** November 2019 – Present

* Organize concerts for various Stonehill events held around campus
* Plan and execute the annual spring concert which entertains hundreds of students

**VOLUNTEER EXPERIENCE**

**Kevin Clancy Basketball Tournament** | Newton, MA March 2015 – Present

* Manage and referee basketball teams for teenagers and adults ages thirteen to forty with special needs and promote and foster a friendly and welcoming environment

**Newton Athletes Unlimited** | Newton, MA September 2012 – Present

* Coordinate and lead floor hockey and soccer games for adults with disabilities and work to coach and develop players basketball skills

**SKILLS**

Computer: Microsoft Word, Excel, PowerPoint, Google Drive, Lucidpress, JMP Statistical Software