

Melissa Martin

Objective Enjoy the challenge of operational analysis and interested in the evolving use of the internet as a business solution, specifically the application of virtual teams and supply chain management decision-making to logistics related problems. This position should have many opportunities for an aggressive, dedicated individual with the leadership abilities needed to advance.

Education 1998 - 2001 University of Houston Houston, TX
Industrial Engineering

- Expected graduation date is May 2001.
- Accomplishments include being named to the Dean's List in fall 1999, Industrial Engineering Student of the Year, Outstanding Senior in IE for Spring 2000 & 2001, and awarded a financial scholarship fall 1999 and summer 2000.
- Society memberships include: Institute of Industrial Engineers (Treasurer), Alpha Pi Mu (Secretary), Golden Key National Honors Society, Texas Professional Engineering Society, Nation Society of Collegiate Scholars, and Tau Beta Pi.
- Current GPA is 3.54.
Skills include simulation, computer programming, visual basic, CAD/CAM, spreadsheets, and web design. With work, loans, and scholarships, I have been able to pay for 100% of tuition myself. This last summer, I also designed my new home while my husband and my family completed it this spring.

1996 -1998 Alvin Community College Alvin, TX
Liberal Arts Degree

- Graduated top ten and made Dean's List all four semesters.
- Awarded academic scholarship.
- Society memberships include Phi Theta Kappa and the Student Government Association.
- State Soccer Champions in 1998.

1992 - 1996 Alvin High School Alvin, TX
Graduated Magna Cum Laude

- Ranked number five of 495 students.
- Society Memberships include: National Honors Society, Student Council, Mentoring Future Student Leaders, Yearbook editor
- Clubs: Varsity Volleyball, Varsity Soccer (First Team All District)

- Coca-Cola Leadership Award
- Regional Seniors Academic Team

Work experience

Spring/Fall 2000 BP Amoco Houston, TX
Research Assistant

- Studied anthropometrics by measuring employees and workstations of BP Amoco and collected data for research. This project also involved using motion and time studies to analyze the best method for measuring anthropometrics.

1999-Present GMAC Real Estate Alvin, TX
Rental Property Manager/Webmaster

- As the rental property manager, tasks include overseeing repairs and maintenance on rental homes and manage income and expense records.
- Assignments also included creating and maintaining the website, accounting, and managing advertisements for the company.

1998-1999 CNA Life Insurance Houston, TX
Clerical Position

- Tasks included data entry, assembling mail outs, and preparing policies.

1996-2000 Alvin Independent School District Alvin, TX
Head Volleyball Coach

- Duties include organizing practice and coaching camps, which involves great management skills, such as leading and motivating young athletes.
- District champs 1997 and 1998.

References

References are available upon request.