# Melanie Mena

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## EXPERIENCE

**Delta Phi Epsilon Sorority, Epsilon Chi Chapter**

*Public Relations for Phi Zeta Class, September to December 2017*

* Social media
* Designing posters

*Historian, December 2017 to Present*

* Archive video history
* Video editing

**New York Sports Club, Springfield, & West Caldwell, New Jersey**

*Welcome team/ Receptionist, October 2016 to present*

* Welcoming members and dealing with any of their concerns
* Answering phone calls and answering any inquiries specifically
* Signing people up for memberships

**Party Maniacs, Springfield, New Jersey**

*Runner/Assistant, June 2012 to present*

* Customer relations
* Event planning/Event coordinating
* Painting faces/ Balloon Animals

**ACK Smiles, Springfield, New Jersey**

*Secretary /Assistant, March to May 2015*

* Handled administrative duties, such as money handling
* Answering phone calls and answering any inquiries specifically
* Hospitality and communication skills

**Bed, Bath, and Beyond Springfield, New Jersey**

*Cashier / Sale Associate, November 2014 to April 2015*

* Work with cash, credit, and debit during transactions; handle money with care
* Clean facility for a professional appearance
* Team Work Skills

SKILLS

 **Tools:** Photoshop, Illustrator, InDesign, Premiere, Dreamweaver, and Microsoft office

 **Spoken Languages:** Conversational French and Spanish

EDUCATION

* **William Paterson University**, Wayne, New Jersey – *Major*: Communication concentration in Public Relations *Minor:* Visual Communications; Graduating June 2019
* **Jonathan Dayton High School**, Springfield, New Jersey