

Melissa Ellen Baldwin

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(503) 504-5093

SUMMARY OF QUALIFICATIONS

Computer Skills:

Access, Adobe Acrobat, Dbase III, DOS, Excel, Harvard Graphics, Image Expert, Internet, Lotus 1-2-3, Macintosh, Network Environment, Outlook, PageMaker, Paradox, PeopleSoft, PhotoShop, Picture It!, PowerPoint, Project, Publisher, Q&A, Quattro Pro, Quickbooks, Quicken, Real World, Visio, Windows 2000/NT, Word, WordPerfect, Works.

Office Skills:

- Five years event management experience.
- Superior organization and communication skills.
- Demonstrated leadership and supervisory skills.
- Accounting and financial management background.

EXPERIENCE

April 2000 – Present

Special Projects Coordinator

PROTECTION ONE, Beaverton, OR

- Responsible for operational projects within the Beaverton Operations Center as directed by the Vice President.
- Plan, direct, and promote employee recognition programs and special events for 400 employees.
- Act as the Community Relations Liason by working with local community and volunteer/charity related groups.

5/99– 4/00

Licensing Representative – West Region

PROTECTION ONE, Beaverton, OR *(via KELLY SERVICES, 5/99 – 7/99)*

- Processed all West Region licensing and registration applications in compliance with various governmental requirements.
- Refined licensing procedures and increased compliance by over 65% in first six months.
- Developed a licensing database to organize the process and track applications.

6/98 – 4/99

Office Manager

VERMONT SKI AREAS ASSOCIATION, Montpelier, VT

- Coordinated with all departments to ensure smooth-running day to day office operations.
- Hired, trained, and supervised staff assistant.
- Performed accounts receivable, accounts payable, budget preparation and management, end of month reconciliation of bank accounts, petty cash, and payroll reporting.
- Managed all personnel records (including vacation and sick time accrual), administered health insurance, Section 125, and 401(k) plans.

8/97 – 6/98

Marketing/Sales Assistant

BUSINESS INTERIORS, Williston, VT

- Prepared sales and design presentation materials.
- Developed marketing database and campaign for tracking sales leads.

1/95 – 8/97

Operations/Volunteer Coordinator

KEY BANK VERMONT CITY MARATHON, Burlington, VT

- Tracked statistical information and created reports and demographic studies of participant population.
- Recruit, assign, and track volunteers
- Supervised volunteers, work-study, and internship students.

9/95 – 1/97

Buyers' Assistant

SKIRACK, Burlington, VT

- Assisted all buyers and accounting personnel in daily operations.
- Facilitated all phases of the buying process and related accounting function.

EDUCATION

May 1997

Bachelor of Science – Business (Marketing/Sport Management Concentrations)

CHAMPLAIN COLLEGE, Burlington, VT

- Completed Bachelor of Science in 3 Years
- GPA: 3.75/4.00
- Trustee Scholar (AY '95 - '96)
- Who's Who in American Colleges & Universities
- McClure Scholarship (Freshman Woman with Highest GPA)
- Outstanding Freshman in the Business Administration
- Resident Assistant, Jensen Hall (AY '96 - '97)
- Cheerleading Team Member/Captain ('94 - '97)