

Melissa K. Palkovich

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Profile

- Successful in leadership roles and facilitating teamwork activities
- Able to combine creativity and confidence with excellent organizational skills
- Enthusiastic, determined, motivated, and detail oriented
- Strong listening and communication skills for problem solving and event planning needs

Education

Bachelor of Business Administration, Saint Mary's College, Notre Dame, Indiana, May 2008

Concentrations: Accounting and Finance; Minor: International Business

Study Abroad Program, Ireland, Scotland, England, and France, Summer 2006

Relevant Coursework: Principles of Management, Principles of Marketing, Survey of American Business, Organizational Behavior, Gender and Race Issues in Management, Buyer Behavior, International Management, Marketing Management

Highlights of Qualifications

Leadership

- Junior Class President: Manage budget, delegate responsibility, prioritize tasks and demonstrate efficient time management
- Board of Governance: Responsible for monthly parent newsletter; writing, research, and editing
- Sophomore Class Board (Social Committee Chairperson): Managed budget; increased class participation in activities; planned new and creative events and fundraising strategies

Organization

- Administrative Legal Assistant: Acted as direct legal assistant to practicing attorney; drafted and typed legal correspondence; prepared and organized client files; operated multi-line phone system
- Junior Class President: Responsible for major event planning, weekly meeting agendas, goal setting and consistent follow through
- Student Activities Board (Entertainment and Spirit Committee): Planned and organized campus wide activities for entire student body

Teamwork

- Junior Class President: Chair a board of 18 members; work on several committees within the board; delegate responsibilities for successful event planning
- Student Government and Student Activities Board: Work together with peers on several committees to achieve common goals and organize major activities

Work and Volunteer Experience

Administrative Legal Assistant, LMT & Associates, South Bend, Indiana, 2004 – 2006

Accounting Division, Young Executive Club, 2005 – 2008

Secretary, Toastmasters International, 2006 – 2008

Volunteer, Fun and Learn, South Bend, Indiana, 2007 – 2008

Service Project Volunteer, Urban Plunge, Chicago, Illinois, 2007

Special Events Tour Guide, Volunteers in Support of Admissions, Saint Mary's College, 2006 – 2008