

Maurice Melvin

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Education

Cabrini University, Bachelor's of Science. 610 King of Prussia Rd. Radnor, PA 19087 May 2019
Major: Computer and Information Science Minor: Business Management and Graphic Design

Experience

- **Library Desk Assistant** December 2017 – Present
 - Cabrini University, Radnor, PA
 - Desk Assistant
 - Checking in/out and re-shelving library materials
 - Record and organize library information into database
- **Student Engagement and Leadership Office** August 2016 – November 2017
 - Cabrini University, Radnor, PA
 - Desk Assistant
 - Communicate with other students and promote the activities on and off campus
 - Sell tickets for day trips, movies, and trains to various activities
 - Coordinate and run events on campus
 - Manage front desk, greet students, answer questions/phone calls, share important information
- **Campus Activities and Programming Board** August 2016 – December 2016
 - Cabrini University, Radnor, PA
 - Director of Special Events
 - Organized and hosted events on campus weekly
 - Maintained committee's budget based on a thousand-dollar allowance
 - Created advertisements to publicize events using Canva and Adobe Illustrator
 - Communicated with companies and performers to bring their talent on campus
- **Culture Shock** August 2016 – December 2016
 - Cabrini University, Radnor, PA
 - Exec. Board member as Social Media Chair
 - Maintained four social media accounts to engage students
 - Created advertisements to broadcast meetings and events

Volunteer

- **Mentor** January 2017 – May 2017
 - Norristown Area High School, Norristown, PA
 - Provided academic assistance for students (grades 9-12) to complete homework tasks
 - Communicated with translator to assist the students with understanding assignments
- **Mentor** August 2016 - December 2016
 - Stewart Middle School, Norristown, PA
 - Interacted with children grades 4-7 as a social and academic guide
 - Acted as a role model and worked to boost each student's self esteem
- **Special Olympics Team Member** November 2016
 - Villanova University, Villanova, PA
 - Provided energy and enthusiasm to promote team spirit
 - Helped to provide the athletes with their awards at events

Technology Skillset

- Proficient in Microsoft Word, PowerPoint, Excel and Adobe Illustrator, Adobe In-design and Adobe Photoshop.
- C++, Java, HTML and CSS Basic.