

Kelly Mellott

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725 Chestnut St Apt. 1
Erie, PA 16502

EDUCATION:

Bachelor of Arts in Social Work
Gannon University, Erie PA

May 2016

Lakeview High School
Stoneboro, PA

June 2011
GPA: 3.7

- National Honor Society Member

SKILLS

Software:

Experienced with Microsoft Word, Excel and PowerPoint
Dedicated worker
Ability to empathize
Problem solver
Ability to connect with a variety of people

EXPERIENCE

Mentor

Student Support Service, Gannon University

August 2012-May 2013
Erie, PA

- Mentored a freshman student who was identified as a potential at-risk student
- Met with student at a minimum of twice per month to offer advice
- Guided and directed student with a variety of concerns including academic and personal

Work Study

Salvation Army

August 2012-Dec 2012
Erie, PA

- Assisted in the Social Services Department with administrative duties as necessary
- Reorganized and improved filing system of everyone who came to the organization
- Updated and maintained database for the food pantry

Erie Art Museum

July 2015- Present

- Work the front desk- answer phone calls and transferred them to the proper person, admit people into the museum, run the cash register
- Office work- filed papers, computer work
- Banquet- weddings and other events held at the museum

Job

Avalon Hotel and Conference Center

December 2015-Present

- Front desk agent that checked guest in and out
- I assisted the guest with whatever they needed
- I got the chance to use different software like word, excel and others

Internship

East High School, Erie PA

August 2015-December 2015

Mental Health Association, Erie PA

January 2016-May 2016