

Résumé of

Melanie S. Kramer

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Career Objective

Seeking a position as a university **Admissions Representative** where my skills in counseling, scheduling, and training will provide a solid foundation for securing admissions, guiding students, and increasing enrollment.

Professional Skills

- Scheduling, Mediating, Motivating
- Teaching and Training
- Marketing and Fundraising
- Technical Writing
- Managing and Supervising
- Public Speaking
- Telephone Soliciting
- Computer and Internet Literacy

Professional Experience

3 years, Teaching and Training, Sylvania Schools, Substitute Teacher

Prepared for and taught English and Language Arts lessons to elementary-level school children. Maintained an active role in school governance issues and counseled students who were having difficulty adjusting.

Developed and implemented program to train handicapped individuals within the school district to lead classroom projects and discussions that teach children acceptance and tolerance. This effort led to the creation of a district outreach program for assisting handicapped persons find jobs and was recognized in the Greater Ohio Educational Society.

Co-coordinated the formation of the Toledo Society for the Handicapped where individuals are counseled on, and exposed to, educational opportunities to better prepare them for life's challenges.

2 years, Technical Writing, Intellico Corp., Promotional Writer

Conceptualized and created business proposals, plans, promotional flyers, and newsletters for company clients. This effort resulted in building client trust and repeat business.

Placed calls, scheduled appointments, and met with clients to formalize deliverables and update progress. This effort resulted in a client satisfaction rating of 96%, the highest of any writer in the history of the company.

Volunteer Experience

1 year, Public Speaking: Boy Scouts of America

Prepared visual aids and handouts, then gave presentations to troop and pack meetings relating to scouting activities. The most recent presentation, "Impact of Scouting on Young Men's Careers," resulted in a high merit award granted from the national BSA Council.

5 years, Scheduling, Mediating, Motivating: GTSA Boys Soccer

Assumed coaching responsibilities for a club soccer program (boys U8 to U13 level), including team game and practice scheduling, equipment ordering, record keeping, and psychology rendering. Team placed first or second in division each year.

2 years, Marketing and Fundraising: Toledo Consolidated Schools

Developed and facilitated workshops in "Effective Meetings" and "Developing Teamwork" for the public school system to raise money for special education programs. Responsibilities included telephone solicitation for sponsorships and advertising promotions and personal contact with school board members and local businesses for financial support. Both years produced record amounts of donations and resulted in the addition of new computers for special education students.

Education

MA Public Relations, *Bowling Green State University*, 1997

BA Liberal Arts – Legal Studies, *University of Toledo*, 1994