

# Melissa Nason

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New York, New York 10032

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(615) 337-3126 (cell)

## WORK HISTORY

### **Desa International**

Bowling Green, KY

*November, 2002 – February, 2002*

#### **Data Entry**

- Entered data into computer from received faxes, extensive filing, and issued Return Authorization numbers to customers via fax and telephone.

### **Longhorn Steakhouse**

Bowling Green, KY

*August, 2002 – November, 2002*

#### **Hostess**

- Greeted and seated customers, runner for Servers.

### **Ram Corporation, Inc**

Nashville, TN

*May, 1999 – August, 1999*

#### **Administrative Assistant**

- Answered 8 incoming lines, data entry, shipping and receiving.

### **Hollywood 27 Cinema**

Nashville, TN

*January, 1998 – July, 1998*

#### **Cashier**

- Rang up customers on cash register, various cleaning and restock duties.

## EDUCATION

### **Western Kentucky University**

Bowling Green, KY

*1998 – 2002*

- B.F.A. in Performing Arts, Minor in Business Administration

## COMPUTER SKILLS

- Microsoft Office Suite, Peachtree Accounting, Quicken, some Photoshop. Familiar with Mac platform.

## REFERENCES

- Ken Koch / **Ram Corp.** (615) 259-2777 [kkoch@ramcorpinc.com](mailto:kkoch@ramcorpinc.com)
- Charles Fynn / **Desa** (270) 781-9600

I am a self-motivated person who enjoys a challenge. I fit comfortably into new situations because I enjoy meeting people and have little trouble getting along with a wide range of personalities. Having grown up with computers, I am computer literate and able to quickly learn new programs. In school I focused my attention on my studies. Schoolwork always came first while other obligations, such as plays and concerts, second.

I have never had a problem with fast-paced situations because I love to stay busy. On the job, I actively look for things to do without being specifically assigned. I pride myself on my work ethic and hope that shows in the quality of my work.