mishickson@gmail.com ⧫ 1301 NW Airport Rd #15 Chehalis WA 98532⧫ 360-918-6128

Melissa Hickson

Objectives

My objective is to find employment that best utilizes my skills and talents. To find a job that helps me grow as a person and an employee. I wish to contribute to a company that will educate me to be better while appreciating my natural talents and developing them.

Education

Centralia College

1997-1999 no degree obtained

* Onalaska High School
* 1996 HS Diploma

Experience

Lewis County Work Opportunities

⧫ 1570 N National Ave Chehalis WA

***Employment Coordinator*** 3-25-18 – Current

Job searching for clients, intake and exit paperwork, monthly billing for county for multiple programs, payroll, basic administrative responsibilities.

Thorbeckes Fitness

⧫ 91 SW Chehalis Ave Chehalis WA

***Group Fitness Instructor*** 10/2011 – Current

Leading groups in a variety of fitness related activities in a safe and organized manner. Prepare for classes ahead of time and maintain excellent attendance.

Napavine School District

⧫ 413 E Park St Napavine WA

***Paraprofessional*** 09/2015 – 08/2017

Supervise classes and plan activities for children ages K-6 grade. Maintain classroom order and use computer system efficiently. Keep track of books checked out of the library and do inventory. Plan fitness activities for physical education classes based on age and ability.

Morning Star Espresso

⧫ 2nd Ave Napavine WA

***Owner/Barista***  08/2008 – 07/2012

Managed employees daily. Scheduling, payroll, inventory and supply orders. Taxes and bookkeeping. Served beverages in a friendly and timely manner with attention to quality. Worked at a fast pace while maintaining efficiency. Maintained good community relationships.

Skills

* Very familiar with Microsoft Office-EXCEL-WORD-OneDrive
* Able to multi task at a high level while maintaining quality of work.
* Excellent customer service skills, able to work with difficult people and am well liked by the people I work with.
* Extremely efficient and always looking for ways to make the work I do more streamlined.
* Familiar with payroll processes and basic bookkeeping.
* Familiar on a basic level with electronic medical billing.
* Attentive to detail of my work.
* Reliable with a great work Ethic
* Always professional and ethical