

Melissa Mattei

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SKILLS AND QUALIFICATIONS

Proficient in Microsoft Word, Excel, PowerPoint, FrontPage and HTML coding.

Wilderness First Responder Certified (January 2013) that gives permission to administer CPR, first aid, asthma medications, and anaphylaxis medications.

Previously licensed to fill prescriptions.

Attained personal information according to The Health Insurance Portability and Accountability Act (HIPAA)

Community event planning

WORK EXPERIENCE

Smuggler's Notch Resort, Jeffersonville, VT May 2013-current

Hiking Guide, Lift Attendant

Café Beignet, New Orleans, LA Aug 2012-Dec 2012

Barista

Golden Corral, Boynton Beach, FL June 2012-Aug 2012

Host/Cashier

Geoarch Inc., Leicester, VT Sept 2011-Nov 2011

Archaeological Field Assistant

Women's Center, Johnson, VT Aug 2011-Dec 2011

Health Awareness Advocate

Rite Aid, Saint Johnsbury, VT Jun 2008-July 2011

Associate/Licensed Pharmacy Technician

EDUCATION AND SPECIALIZED TRAINING
Currently enrolled in Johnson State College, Johnson, VT

BS Degree in Environmental Science: Natural Resources

Degree expected December 2014, Current GPA: 3.56

Minor in Adventure Education

Dean's List – Fall 2010-current

Member of National Student Exchange and attended University of New Orleans New Orleans, LA Spring 2012-Fall 2012

Northfield Middle-High School Northfield, VT May 2010

High School Diploma

SCHOLARSHIPS

- Academic Support Service \$2100, \$1500 Spring 2011, Spring 2012
- Alumni Association Scholarship \$800, \$900 Fall 2011, Fall 2012
- Community Service Scholarship \$500 Fall 2012
- Margaret Ottum Environmental Scholarship \$1250 Fall 2012

VOLUNTEER WORK

- Lamoille Family Center September 2010
Regulated safety standards, painted outside of building, cleaned roofs
- 10k Race, Plainfield, VT September 2010
Ran in volunteer fundraiser race for town
- Clean Vibes Summer 2011
Volunteered 16 hours showing people what can be recycled or composted from their trash
- University of New Orleans Service Coalition Fall 2012
 - Planted community garden
 - Cleaned up Pontchartrain Beach
 - Grow Dat Youth Farm planting native wetland species with kids
 - Stayed overnight at Coastal Education and Research Facility
- Teach Huaraz, Peru Spring 2014
Taught the English language to beginner Peruvian students