

Melissa Keippel
Mount Prospect, IL
847-867-8889
keippelmelissa@yahoo.com

Summary

A motivated, well-rounded, and multitask oriented Merchandise Marketing student with the following skills:

- Computer proficient in Microsoft Word, PowerPoint, and Excel.
- Formulation of an open-to-buy and six month plan
- Strong communication skills
- Analytical Competence
- Analyze and forecast trends
- Competent written and oral communication skills

Education

FIDM / The Fashion Institute of Design & Merchandising	Los Angeles, CA
Associate of Arts Degree Merchandise Marketing	June 2009

UNLV / University of Las Vegas, Nevada	Las Vegas, NV
Bachelors Degree Journalism and Media Studies	May 2008

• Situational Analysis	• Trend Analysis
• Merchandise Math	• Brand Imaging
• Applied Buying	• Merchandising Strategies

Experience

April 2009 – June 2009 *American Rebel Public Relations*, Los Angeles, CA

Position: Intern

- Created and maintained contact lists and correspondence
- Managed data collection, research and analysis
- Assisted with styling clients
- Fulfilled administrative duties

April 2006 – Sept. 2008 / June 2009 – December 2009 *Border Grill at Mandalay Bay Hotel and Casino*, Las Vegas, NV

Position: Server / Banquet Server / Banquet Captain

- Established a strong client base to exceed sales goals.
- Trained new employees on fundamentals to ensure success during their introductory period.
- Assembly of banquets
- Composed customers invoice
- Prepared final paperwork of banquets

Jan. 2004 – Dec. 2005 *Cubby Bear North*, Lincolnshire, IL

Position: Server / Cocktail Waitress

- Established a strong client base to exceed sales goals.

Aug. 2002 – Jan. 2004 *Advanced Center for Total Health Care*, Glenview, IL

Position: Front Desk Receptionist

- Managed data collection, research, and analysis.
- Composed and maintained client correspondence.

Extracurricular Activities

Jan. 2003- May 2005

President of Program Board

- Planned and executed all student activities.
- Managed group members.

Sept. 2004- May 2005

Senator of Student Senate

- Debated student issues.
- Planned and executed changes in student affairs.

References Available Upon Request