

## Melissa Oberc

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**OBJECTIVE:** To join the business world in an entry-level position allowing for personal growth utilizing my educational background in management while contributing to the organization.

**EDUCATION:** Bachelor of Arts, Lynchburg College – Lynchburg, Virginia May 2008  
Major: Business Management GPA in Major: 3.635  
Minor: Sociology Overall GPA: 3.446

**RELATED COURSEWORK:** Accounting I & II, Economics I & II, Business Statistics, Principles of Management, Human Resource Management, Managing Diversity Organizations, Legal Environment of Business, Operations Management, Principles of Finance, Principles of Marketing, Advanced Topics in Management, Management Information Systems, Principles of International Business, Organizational Change and Development, International Business Applications, Financial Management, Global Politics and Strategy

**RELATED EXPERIENCE:** **All-Pro-Placement Services Inc.** Timonium, MD  
*Human Resources Recruiter* June 08-October 08

- Recruited, screened, interviewed candidates
- Conducted skills, background, and drug tests
- Conducted reference checks
- Created and posted job descriptions
- Entered/maintained information about candidates in PC Recruiter
- Attended job fairs to recruit candidates
- Attended networking events to promote All-Pro-Placement
- Made cold calls daily to companies
- Updated and revised resumes
- Dealt with company managers directly
- Acquired excellent communicational skills

**Law Offices of Paul A. Weykamp** Hunt Valley, MD  
*Intern/Assisted Office Manager* Summer/Winter 2006, 2007

- Developed and completed an “Office Help” binder for new employees
- Assisted with development of job descriptions for assistant positions in the Help binder
- Evaluated and organized Office Policy Handbook
- Supervised and assigned work to new, part-time employee
- Performed data entry into a MS Access database

**Dick’s Sporting Goods** Hunt Valley, MD  
*Retail Associate/Cashier* Summer 2005

- Provided exceptional customer service
- Collected and computed money transactions
- Balanced money bin at end of shift

**Graul's Supermarket**  
Retail Associate/Cashier

Parkton, MD  
Summer 2004

- Provided exceptional customer service
- Collected and computed money transactions

**COMPUTER  
SKILLS:**

Microsoft Excel            Microsoft Word  
Microsoft Access            Microsoft Office  
Microsoft Power Point        Coffee Cup Application

**ACTIVITIES  
AND AWARDS:**

- Deans List: Spring 2007, Fall 2007
- Honorable Mention Deans List: Fall 2004 – Fall 2006
- Successfully created a Business Plan: including Marketing Plans, Financial Statements, Vision Statement, Mission Statement, and Legal Structures
- Created interview questions and conducted an interview with Heather Allen at SunTrust Bank in Lynchburg, VA
- Successfully created Quik-E Food Stores Website for Todd Burgess – Lynchburg, VA URL: <http://quikefoods.com/default.htm>, using Coffee Cup Application
- Business Strategy Game: Competing in a Global Marketplace
- Held leadership roles in group activities at Lynchburg College
- Alpha Sigma Alpha Sorority, Zeta Upsilon Chapter: 2004 – December 2006
- Relay for Life: 2004-2006
- Freshmen Orientation Counselor: 2004-2006
- S. June Smith Center: helping kids with developmental needs: 2004-2006

**REFERENCES:**

Available upon request.