Melinda Marie Landreth

(248) 807-0291

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Temporary (Valid through December 2010):

4171 E. Bluegrass Rd. Apt. B 13

Mt. Pleasant, MI 48804

Permanent:

2354 Roselawn St.

Wolverine Lake, MI 48390

OBJECTIVE:

To secure the events internship with The Bear Lake Manor upon course completion in May 2010.

QUALIFICATIONS:

Well-rounded in experiences and former job responsibilities

Currently studying Spanish Language and Culture

Knowledgeable in First Aid and Child Care

Always carry a positive attitude and excel in creativity

Hard-working and motivated with exceptional organization and multi-tasking skills and Interpersonal Proficiencies

EDUCATION:

Bachelor of Science in Business Administration, May 2010 (Expected)

Central Michigan University, Mt. Pleasant, MI 48859

Major: Hospitality Services Administration

Minor: Professional Sales

Focus: Events Coordinating

GPA: 3.0

INTERNSHIP:

Events Staff (2010)

Association for Behavioral Analysis International, Portage, MI 49024

Assisted in planning process and execution of the company’s 36th Annual Convention held at the Henry B. Gonzalez Convention Center in San Antonio, TX with more than 4,000 attendees from over 40 countries.

LEADERSHIP EXPERIENCE:

Business Director (2007-Present)

Central Harmony – Mt. Pleasant, MI 48859

The only university level co-ed a cappella ensemble in Mt. Pleasant, MI. Solely responsible for obtaining and coordinating group performances and activities for a fifteen member team, with up to twenty performances per season. Chairman of Promotion and Advertising for events. Maintained business relationships with venues and customers, as well as community. Assembled budget and acted as accountant/treasurer for all ensemble finances. Developed impeccable skills in organization and multi-tasking. Learned to work efficiently and effectively in a team setting. Acquired experience in delegating tasks for optimum efficiency, and acted as mediator and motivator in instances of conflict. Also an active singing member since 2006.

Fundraising Committee (2009-Present)

Hospitality and Tourism Society – Mt. Pleasant, MI 48859

Arranged a $2000 fundraiser for the organization; as well as various other fundraising ideas and opportunities. Assist in other tasks that need attention including the sole responsibility of coordinating two tours at Chicago hotels and transportation for fifteen students for an educational weekend trip.

Technology Representative (2009-Present)

Meeting Professionals International – Mt. Pleasant, MI 48859

Design and maintain all web-related media including a website and group pages in social media. Assist in other tasks and duties as necessary. First student chapter in the state of MI; Third student chapter nationwide.

Other Activities:

Slammin’ 4 Soldiers (2010)

A slam poetry session benefiting the Wounded Warrior Project – Mt. Pleasant, MI 48858

Lodging Lab Experience (2009)

Fairfield Inn & Suites by Marriott – Mt. Pleasant, MI 48858

Student Attendee (2009)

Michigan Governor’s Conference – Detroit, MI

Leadership Participant (2005)

Leadership Safari – Mt. Pleasant, MI 48858

Camp Coordinator and Counselor (2004)

Project Day Dream – Birmingham, MI 48012

WORK EXPERIENCE:

Split-Case Puller (2007-Present)

CVS Distribution Center – Novi, MI 48374

Developed discipline in completing tasks by deadlines

Trained new employees and supervisors

Learned definition of hard-work and manual labor; not afraid to “push my sleeves back”

Owner’s Personal Assistant (2006-Present)

Triad Process Engineering – Milford, MI 48380

Developed phenomenal clerical skills and multi-tasking

Worked creatively on company projects, documents, and web design

Minor accounting work and order processing

Global Employee (2003-2007)

Target Corporation – Commerce Township, MI 48382

Job Titles Included:

Store Operator

Cashier

Sale Floor Associate

Guest Services

Fitting Room Attendant

Food Court: Starbucks and Pizza Hut

HONORS:

College of Business Administration Outstanding Student Nominee (Fall 2009)

Dean’s List (2008)

Top 20 Outstanding Senior (2005)

Outstanding Senior: WLC Chorus (2005)

Award of Honor: Outstanding Choir Member (2005)