

Melody Norris
828 Woodlands Circle
Crossville, TN 38571
(931) 267-2065
melodynorris@citlink.net

Objective:

To secure a challenging position in a progressive company utilizing my administrative, design and marketing and management skills.

Education:

1995 Graduate, Cumberland County High School, Crossville, TN
2005 Tennessee Chamber of Commerce Institute, Murfreesboro, TN
2003 - 2008 - Roane State Community College, Crossville & Harriman, TN
In December 2008 I will complete my A.A.S. degree in Contemporary Management
In December 2008 I will also complete an additional 39 credit hours related to Graphic Design and Computer Art.

Experience:

2002-2008 part time & full time - Crossville-Cumberland County Chamber of Commerce

Crossville, TN

Supervisor: Beth Alexander, President & CEO

(931) 484-8444

Title: Tourism Coordinator, Marketing & Design

Duties Included: Coordinated events; designed brochures, newsletters, invitations, advertisements and other miscellaneous design projects; designed logo, website and identity for new tri-county industrial park, maintained website 2002 – 2005; maintained committee minutes and record/information files; computer IT; training new employees; purchasing; accounts receivable, and other miscellaneous duties.

2005-2006 - Hughes Real Estate Services

Crossville, TN

Supervisor: Jeff Hughes, Principle Broker/Owner

Title: Administrative Assistant to Principal Broker/Owner, Marketing/Design Coordinator

Duties Included: Quarterly newsletter design, newspaper advertisement design, design of agent brochures, billboards, magazine advertisements featured in *Homes*, *Homes & Land*, *Southern Living*, *Where to Retire* and *Living Southern Style* as well as many other miscellaneous administrative, design and marketing duties.

1998-2002 – Colinx

Crossville, TN

(931) 484-6000

Supervisor: Rhonda Babich, SKF Office Manager

Title: Export Customer Services Coordinator

Duties Included: Managed export distribution communication; facilitated communication with overseas clients via phone and email; supervised export transactions from order commencement to shipment as well as other miscellaneous duties.

1996-1998 - Cumberland Printer

Crossville, TN

(931) 484-8073

Supervisor: Dallas Owens, Owner

Duties Included: Invoicing; Customer Service; taking print orders; finishing work (operation of collating, numbering, scoring, and stapling machines) and other miscellaneous duties.

Specialized Skills:

- Experienced in Microsoft Office 2003 & 2007 including Word, Excel, Outlook, Outlook Express, Access, PowerPoint, Publisher and FrontPage.
- Experienced in Adobe Creative Suite CS3 including Photoshop, Illustrator and Dreamweaver.
- I have attended dozens of conferences and teaching seminars through my employment at the Crossville-Cumberland County Chamber of Commerce. A few of the topics were: Branding & Marketing, Customer Service; Sexual Harassment in the Workplace; Marketing Your Community; Public Speaking as well as various other topics.
- While working for Hughes Real Estate Services I obtained my Tennessee Real Estate License.
- Ability to type 65 words per minute.
- Skilled in software installation, hardware installation, pc maintenance, troubleshooting and general computing needs.
- Strong customer service skills and exceptional phone skills.
- Gregarious personality.

References available upon request.