

Jared E. Melanson

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CORE PROFICIENCIES

- Communication
- Leadership
- Problem Solving
- Collaboration
- Content Writing
- Marketing
- Social Media
- Microsoft Office
- Time Management
- Organization
- Flexible
- Prioritizing

EDUCATION & COMPUTER KNOWLEDGE

Bachelor in Communication Studies (Film & Video Studies Concentration)

Bridgewater State University, Bridgewater, MA, Expected 2025

Associate in Arts in Communication (Communication Transfer), GPA: 3.30

Bristol Community College, Fall River/New Bedford, MA, 2021

- Dean's List: Fall 2020, Spring 2021

Computer Knowledge: Microsoft Word, Powerpoint, Excel, Publisher, Outlook, Teams, Social Media; LinkedIn, Facebook, Instagram, Twitter and YouTube

WORK EXPERIENCE

Creative Collective LLC, Salem, MA

Market Intern

July 2022-Aug 2022

- Created and tailor content for social media posts
- Customized calendar events for event organization

Bristol Community College-The Hawk Student Newspaper

Editor-in-Chief

September-Jan 2022

- Reviewed and edit majority of works for AP style, grammar, punctuation and spelling
- Managed all aspects of newspaper including social media, business, and sub-committee meetings
- Tracked deadlines and major publications in order to keep newspaper integrity

Lead News Writer

January 2021-May 2021

- Authored most of daily published news stories and managed hard news stories' timeliness and structure
- Directed writing meetings for draft improvements and breaking news developments

99 Restaurants, Fairhaven, MA

September 2019 -

Door Server (Host)

September 2021

- Sustained friendly atmosphere while promoting well-being and passion to serve guests
- Inspected plates and to-go boxes, take phone calls and answer questions about menu items accurately
- Promoted cohesive work environment by adhering to others' requests and achieving common goals
- Organized and delegated nightly closing duties; including organizing credit cards, working with at least \$400 a shift (drawer and tips) and dividing 7-8 hosts' tip money

VOLUNTEER EXPERIENCE

Boy Scouts of America, New Bedford, MA

Certified Trained Assistant Scoutmaster

2019 - Present

- Advocate local troop to better guide independently-motivated scouts in merit badges, requirement help, and food fundraising
- Guide troop meetings, camping, and fundraising, as well as being a key person in the ranking ceremony process