

MELISSA CRIDER

COVER LETTER

Contact: www.MelissaCrider.weebly.com/contact

REFERENCES PACKET: PROFESSIONAL, PERSONAL, & ACADEMIC AVAILABLE UPON REQUEST

To Whom It May Concern:

I achieved my Bachelor of Arts degree in Psychology with a 3.74 GPA from Argosy University. In April 2018, I began working as the full-time office manager and case manager assistant for a 16-acre 501(c)(3) nonprofit organization that works directly with the Southern Arizona Department of Veterans Affairs [VA] and its Health Care System social workers via specific grants to house homeless veterans and their families. My duties are numerous and listed in resume. In addition to my daily administrative work for the large property that hosts 78 beds, I am also able to employ the breadth and scope of my degree in Psychology by working directly and in numerous ways with our affected veterans in the bettering of their lives.

I possess extensive experience across several industries and positions such as management, administrative, coordinator, customer service, behavioral health, medical, healthcare, coaching, writing, hospitality, sales, public relations, marketing, and caregiving. I am a highly dependable, detail-oriented, and organized employee. I value positivity, punctuality, empathy, and diversity. I am a team player and a leader that is equipped to take on projects with great focus and need of little to no supervision. I possess advanced skills in writing, typing speed and accuracy (58 wpm), multi-tasking, and interpersonal relations. I see projects through to fruition. I am highly adept with both MAC and PC, all office machines (phones/copier/fax/etc.), smart phones, apps, calendaring, databases, and am advanced with other job-specific computer applications and programs. I absolutely appreciate diversity and the conveyance of respect to all involved. Due to our agency having recently undergone severe financial changes, they have been forced to appoint some staff from full-time to part-time status (official memo supplementation available). I now seek dependable full-time employment.

Thank you for your valuable time and consideration.

Respectfully,



Melissa Crider

Resume, Skills, Academia, Portfolio & References Packet: www.MelissaCrider.weebly.com/files
