

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 in Psychology with foci in counseling for children and teens, Autism Spectrum Disorder [ASD], and Alzheimer's Disease [AD] with a 3.74 GPA from Argosy University. In April 2018, I began working as the full-time office manager 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 our homeless veterans and their families. In addition to my administrative work for the large property that boasts 78 beds, I am profoundly grateful to be able to employ the breadth and scope of my degree in Psychology by working directly and in numerous ways with our affected veterans. I work with populations that include those afflicted by/with homelessness, PTSD, BPD, schizophrenia, alcoholism, substance abuse, and a myriad of other mood, personality, physiological, and psychological disorders. I also work with children and families that face homelessness due to other reasons. Daily de-escalation of difficult situations and the capacity for flexibility are important and constant parts of my job at our busy facility.

I have extensive experience across several industries such as behavioral health, management, medical/healthcare, counseling, writing, administrative, hospitality, sales, public relations, marketing, and caregiving. I am passionate about social services and counseling—especially working with veterans, children/families, and the elderly. I have vast prior experience with counseling, mentoring, and coaching children and teens, those with AD, ASD, ADHD, alcoholism, and substance abuse. Currently, I work closely with local VA liaisons, our agency's case managers, and VA social workers to aid homeless veterans and their families in taking vital steps toward self-sufficiency and the rebuilding of their lives.

I believe myself to be a highly detail-oriented, organized, upbeat and truly dependable employee. I value positivity, punctuality, empathy, and humor. I take on projects with much devotion and need of little to no supervision, possess advanced skills in writing, typing speed, and accuracy, and am highly adept with both MAC and PC. 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
