

Melissa Persaud

116-38 121st St. South Ozone Park, NY 11420 • (347) 445 4332 • Melissapers@gmail.com

EDUCATION:

Thomas A. Edison High School Jamaica, New York
High School Diploma

September 2011 – June 2015

NYC College of Technology Brooklyn, New York
Bachelor of Arts Communication Design
Expected Graduation: December 2019

September 2015 – Present

EXPERIENCE:

Tapout Fitness Ozone Park, NY

July 2018 - Present

Front Desk

- Enrolled clients in memberships
- Made phone calls for outreach and obtaining prospects
- Handling the Juice bar, made protein shakes, multitask

Glamour Gals Jamaica, NY

November 2012 – May 2013

Volunteer

- Entertained elderly with board games, organize special holiday events with decorations, cards, and crafts activities
- Conversed with the elderly, which led to a more entertaining experience
- Provide ongoing companionship and complimentary beauty makeovers to women living in senior homes.

Jetway Services *Qatar Airlines* Queens, NY

June 2017 - January 2018

Passenger Service Agent

- Responds to customers' inquiries and properly provide service for special care passengers
- Provided traveling public with concise, clear, and courteous up to date flight information
- Provided Check-in assistance, ticketing changes, re-booking of itineraries and special service request for passengers

EXTRACURRICULAR ACTIVITIES:

- Breast Cancer Walk
- Logo Design
- Photography

RETAIL/TECHNICAL SKILLS:

- Microsoft Office Suite/ Adobe Suite
- 65 WPM
- Interpersonal skills