

Melanie Richardson

Long Beach, CA 90802
(270) 576-3530
melaniemaynerichardson@gmail.com
mm-richardson.com

OBJECTIVE

To start my career as a Front-End Web Developer and further my understanding of coding.

EXPERIENCE

Rapport (The Designory), Long Beach, CA - Receptionist

MAY 2022 - PRESENT

Responsible for everyday receptionist tasks, made sure office space was presentable and meetings rooms were prepared for the day, cultivated relationships within multiple agencies, assisted with setting up larger meeting/event areas as well as any catering, created several internal projects detailing the office space, supported my manager by taking on extra tasks for other sites, and helped out around the office any way possible.

H&R Block, Long Beach, CA - Seasonal Client Services Personnel

JANUARY 2022 - APRIL 2022

Assisted clients in person and over the phone with any questions, scheduled appointments, made outgoing phone calls to confirm appointments and to remind previous clients to come back to get their taxes filed, learned basic tax information to better assist clients, and supported my manager in any way they asked.

Oasis Health Club, New York, NY — Front Desk Receptionist

SEPTEMBER 2020 - AUGUST 2021

Originally hired as a part time receptionist and cleaning attendant and within six months I was promoted to full time receptionist only. I greeted and checked in members, processed new and returning membership paperwork and payments, answered phone calls and emails, and made sure all facilities of the club were running smoothly.

Tribeca Beauty Spa, New York, NY — Front Desk Receptionist

MAY 2019 - FEBRUARY 2020

On top of the normal front desk duties, I also helped create content for their social media, learned basic coding to update the website via WordPress, created monthly graphic designs for monthly specials, and assisted with payroll.

SKILLS

HTML
CSS
React.js
Responsiveness
SEO
VS Code
GitHub
Netlify for Hosting
API
Bootstrap

AWARDS/CERTIFICATIONS

SheCodes Basics & Add-On

SheCodes Plus & Add-On

SheCodes Responsive & Add-On

SheCodes React & Add-On

Principal Award graduated high school with an unweighted 4.0 GPA

EDUCATION

SheCodes Front End Developer, Online -Certificate of Completion
MAY 2022 - MARCH 2023

The Institute for American Musical Theatre, New York, NY
- Certificate of Completion
AUGUST 2016 - MAY 2018

Barren County High School, Glasgow, KY -HS Diploma
AUGUST 2012 - MAY 2016