

MARIA KRISTINA C. MELGAREJO

(S) 1018 VINE ST., SCRANTON, PA 18510 • (H) 1002 W. FOUNDS ST., TOWNSEND, DE 19734

E-MAIL: MELGAREJOM2@SCRANTON.EDU • TELEPHONE: (201) 289-1840 • TWITTER: @MARIAKRISTINAAA

- EDUCATION** UNIVERSITY OF SCRANTON, SCRANTON PA, B.A. COMMUNICATION- CONCENTRATION IN PUBLIC RELATIONS, SPANISH MINOR, GPA 3.77 (4.0 INDEX) , EXPECTED GRADUATION MAY 2012.
- HONORS** DEAN'S LIST (EVERY SEMESTER SINCE FALL 2008), ALPHA LAMBDA DELTA HONOR SOCIETY, ARRUPE SCHOLARSHIP, CLAVER AWARD
- INTERNSHIPS** THE UNIVERSITY OF SCRANTON, SCRANTON, PA.
SOCIAL MEDIA INTERN, AUG. 2011-PRESENT
- REVIEW AVAILABLE INFORMATION ABOUT CAMPUS NEWS AND EVENTS FROM UNIVERSITY PRESS RELEASES, EVENTS CALENDAR, AND WEB PAGES FOR UNIVERSITY DEPARTMENTS; SUGGEST ITEMS TO POST AND COMPOSE TEXT APPROPRIATE FOR TARGETED SITES AS NEEDED; SITES INCLUDE FACEBOOK, FOURSQUARE AND TWITTER
 - UPDATE SOCIAL MEDIA TEAM ON ANY CHANGES TO FUNCTIONALITY OR NEW FEATURES ON SOCIAL MEDIA SITES
 - UPDATE CONTENT ON UNIVERSITY YOUTUBE AND FLICKR PAGES
 - CREATE/MAINTAIN SCHEDULES OF ACTIVITY ON ALL UNIVERSITY SOCIAL MEDIA SITES BY UNDERSTANDING METRICS FOR EACH SITE AND KEEPING SPREADSHEETS UPDATED TO FACILITATE REPORTING RESULTS TO UNIVERSITY ADMINISTRATION.
 - MONITOR WEB CONVERSATION ABOUT THE UNIVERSITY
- TSUNAMI GROUP INC., JERSEY CITY, NJ.
PUBLIC RELATIONS INTERN/ COMPANY ASSISTANT WRITER, JUNE 2011-PRESENT
- DEVELOP CONTENT ABOUT CLIENTS FOR WEB AND PUBLICATION
- EMPLOYMENT** THE UNIVERSITY OF SCRANTON, SCRANTON, PA.
SUPERVISOR, TELECOUNSELING PROGRAM, JUNE 2011- PRESENT
- SUPERVISE 10-20 TELECOUNSELORS DURING SHIFTS
 - MANAGE CALL SCRIPTS, CALL LISTS, AND TIME SHEETS TO VERIFY WORK-STUDY HOURS
 - SCREEN AND HIRE NEW TELECOUNSELORS AFTER APPLICATION REVIEW AND INTERVIEW
- TELECOUNSELOR, TELECOUNSELING PROGRAM, AUG. 2010- MAY 2011***
- CALL PROSPECTIVE STUDENTS TO INFORM THEM ABOUT UPCOMING RECRUITMENT EVENTS
 - SEND OUT REQUESTED INFORMATION REGARDING MAJORS, PROGRAMS AND CAMPUS LIFE
- TUTOR, CENTER FOR TEACHING AND LEARNING EXCELLENCE, FALL 2010***
- THEOLOGY /ADVANCED SPANISH CONVERSATION TUTOR
- ANTHOLOGY II, LLC, HOBOKEN, NJ.
SALES ASSOCIATE, SUMMER 2011
- GAINED STRONG CUSTOMER SERVICE SKILLS; ACHIEVED INDIVIDUAL/STORE SALES GOALS DAILY; ASSISTED IN DAILY OPERATIONS OF THE STORE
- NEW YORK AND CO., MOOSIC, PA.
SALES ASSOCIATE, SPRING 2011
- ASSISTED THE MANAGER AND ASSISTANT MANAGERS IN SALES AND MARKETING PROMOTIONS; PROCESSED SALES, RETURNS AND SHIPMENTS
- HISCOX AND MUSTO LAW OFFICES, KINGSTON, PA.
ADMINISTRATIVE ASSISTANT, JAN. 2010- MARCH 2010
- ANALYZED MEDICAL RECORDS AND RECORDED INFORMATION RELEVANT TO TRIAL CASES
- CENTER FOR NURSE EDUCATION AND TESTING, JERSEY CITY, NJ.
ADMINISTRATIVE ASSISTANT, JULY 2008- AUG. 2008
- SCREENED APPLICANTS AND ENTERED INFORMATION INTO ALPHA-5 DATABASE SYSTEM; ORGANIZED AND FILED DOCUMENTS AND APPLICATION RECORDS
- ACTIVITIES** STUDENTS IN FREE ENTERPRISE (VICE PRESIDENT OF COMMUNICATION AND PROJECT MANAGER), ROYAL COMMUNICATIONS- TEAM MEMBER, BLOG CONTRIBUTOR- WORD ON THE COMMONS
OPEN- HOUSE TOUR LEADER