



MELONY BURNETT

melonyburnett@gmail.com ♦ 123 W 2nd Street, Lowell OR 97452 ♦ (541) 913-7334

Mailing Address: PO Box 7252, Springfield, OR 97475

EXPERIENCE

Gender Equity Center ♦ Lane Community College (541) 463-5353

Gender Equity Ambassador, 07/2021-Present

I provide a wide range of assistance for students and staff. I am a part of many on campus projects. Assisting students with the enrollment process of the Women in Transition class and the overall college enrollment process.

Instacart Grocery Shopping & Delivery Services 04/2020-Present

Self-Starter, clear communication with customers, employees at the stores, and Instacart support, must be able to lift heavy items, there are many tasks involved from start to finish to complete the shopping experience for customers.

Keller Williams ♦ 2644 Suzanne Way, Eugene, OR 97408 (541) 431-6480

Realtor, Principle Broker's License (License status recently transferred to referral only.) 06/2015-Present

Real Estate Investor & House Flipping ♦ Self Employed (541) 913-7334 (2015 to 2018)

Many skills, including but not limited to: Continuously learning, clear communications with various vendors, project management, budget preparation and follow through, time management, physical labor, and more.

Keller Williams ♦ 1430 Howard Ave., Burlingame, CA 94010 (650) 627-3700

Realtor, 03/2014 – 12/2014

SC Properties ♦ 311 S. Ellsworth Ave., San Mateo, CA 94001 (650) 342-3030

Realtor & Property Management 03/2013 – 02/2014

AVR Realty, Inc. ♦ 1169 Broadway, Burlingame, CA 94010 (650) 342-2073

Realtor, (Receptionist, Property Sales, Property Management, Rentals, & HOA Management),

10/2003 – 02/2013

SKILLS

- ♦ General office tasks such as, scanning, emailing, faxing, typing, answering calls, making appointments, ordering supplies, prepare important paperwork, maintain organized files, and multitasking as necessary.
- ♦ Experienced in Word, Excel, Outlook, Publisher, Power Point Real Estate forms programs, & QuickBooks.
 - ♦ Clear communications with clients, colleagues, and others, regarding a wide variety of situations.
 - ♦ Preparing and presenting presentations, prepare and provide clients with CMA's estimating home values, preparing flyers, prepare posts online, & mailings.
- ♦ I learn new tasks quickly, am known to be reliable, & I am detail oriented. I am also a self-starter, independent, & a team player! I maintain a positive outlook in general.

Prior experience: light manufacturing, Grocery General Merchandise & salad bar, pizza parlors.