


# Melanie Velasquez

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## Summary


I have previously worked at a local museum, Crawford Long Museum in Jefferson, GA. I learned to have great communication skills for I worked as a Front Desk Attendant; i often had to handle small to large groups who came into the museum. The year I graduated I worked as an Intern at WTI Inc. in Jefferson, GA as well. At WTI Inc., I learned to perform well under pressure and have projects given to be done days before the day they were due. I am now a student at UGA and work as the Special Publications Chief Photographer.


## Experience

 **Photo Desk Contributor**  
The Red & Black Publishing Co.  
Jan 2021 - Aug 2021 (8 months)

 **Sales Associate**  
Ralph Lauren  
Oct 2020 - Nov 2020 (2 months)

 **Special Publications Chief Photographer**  
The Red & Black Publishing Co.  
Aug 2021 - Present (10 months +)

 **Quality Assurance Technician Intern**  
WTI Inc.  
Jul 2019 - Dec 2019 (6 months)  
Performed task similar to QA techs and did various errands for my department.

 **Front Desk Staff**  
Crawford W Long Museum  
Jan 2016 - Jan 2018 (2 years 1 month)  
Completed various tasks such as letter completions and mailing, transcribing old letters into word documents, handled admissions, tickets, and communicated with many people.

## Education

 **The University of Georgia**  
Journalism, Photojournalism, Food Journalism

2020 - 2023

Minor in Women Studies and Certificate in New Media

## Licenses & Certifications



**Inbound - HubSpot**

Issued Mar 2022 - Expires Apr 2024

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**Social and Behavioral Research - CITI Program**

Issued Feb 2022 - Expires Feb 2027

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## Skills

Project Management • Communication • Analytical Skills • Upbeat • Writing