



Melissa R. Gardeski  
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**Education:**

**State University of New York at Cortland, Cortland, NY**  
Bachelor of Arts in New Media Design —G.P.A. 3.52  
Minor in Communication Studies

**Generation Interns – Bible College Program, Mount Zion Ministries, Utica, NY**  
Certificate Program – Attended 9/2005 - 6/2007

**Awards/Honors:**

**Peter F. Eisenhardt and Susan Fish Arts Scholarship, Cortland, NY**  
*Awarded as an incoming freshman Fall of 2007, and distributed once a semester for duration of four year stay at SUNY Cortland.*

- Preference given to admitted freshmen majoring in studio art, art history, new media design, music, musical theatre or theatre demonstrating financial need.
- Based on student remaining committed to the arts, maintaining satisfactory academic progress and demonstrating financial need.

**SUNY Cortland Gospel Choir Scholarship, Cortland, NY**  
*Awarded for completion of official SUNY Cortland Gospel Choir website, participation and dedication to organization.*

**Work Experience:**

**1928 Jewelry Company - Graphic Designer/Web Customer Service, Los Angeles, CA**  
*September 2012 – Present*

- Answer customer service calls and e-mails
- Create hero images for all 1928 websites
- Design & create html based Newsletters for e-blasts

**Mohawk Hospital Equipment - Web Assistant, Utica, NY**  
*January 2011 – July 2012*

- Edited product information, and product photos
- Gathered product information, and added to website
- Created web banners and pages
- Search Engine Optimization

**Logo This! – Intern Position, Cortland, NY**  
*February 2011 - May 2011*

- Created promotional flyers and cards

**College Suites at Cortland – Resident Manager, Cortland, NY**  
*August 2009 – March 2011*

- Planned programs for building residents
- Sat in office hours to be available for resident needs after business hours
- Assisted property managers.

## Work Experience

### Continued:

#### **Mohawk Hospital Equipment** – Receptionist, Utica, NY

*May 2010 - August 2010*

- Answered phone and directed calls
- Checked incoming orders
- Filed completed orders

#### **Wal-Mart** – Cashier, New Hartford, NY

*August 2006 - January 2010*

- Cashed out customers in a timely and friendly fashion
- Ensured that front end of store was kept in order
- Filled in for other areas of the store when needed.

## Clubs/Organizations

#### **AGAPE Christian Fellowship President**—*Spring 2009 - Spring 2011*

Elected position to run weekly club meetings, meet weekly with leadership team members to prepare for events and weekly meetings, ensure that appropriate paperwork was filed for club events to take place, advertise for club events, and work to create a welcoming environment for 40 plus club members.

#### **SPEAK Magazine co-Creative Director** – *Spring 2010*

Worked with co-Creative Director and designed layout, color scheme and font choices for overall magazine, completed article revisions, color correction, prepress preparation, and proofing final copy before printing. Directed 12 graphic design students to achieve consistent article layout and design.

#### **AGAPE Vice-President & Student Government Representative**— *Fall 2008*

Elected to position when former Vice President was unable to return to SUNY Cortland for the Semester. Attended weekly meeting of the SUNY Cortland Student Government and reported back to club leadership on issues that were pertinent to the club.

#### **Generation Interns** – *Fall 2005 - Spring 2007*

Incorporated during afternoon portion of Bible College Program,

*2005-2006*

- Various duties included working with Compassion Kid's program and in clerical positions at sponsoring church

*2006-2007*

- Compassion Coalition—Worked with head of Compassion Coalition Inc., and assistant, to create a mailing list of benefactors, begin work on a future advertising movie, and create quarterly newsletters.

## Skills

Adobe Creative Suite 6, Microsoft Office Suite, Garageband, iMovie, MailChimp, WordPress, HTML, CSS

\*References available upon request.