
MELINDA PETIT- HOMME



MPHASSISTANCE@GMAIL.COM



815-503-4403



WWW.LINKEDIN.COM/IN/MELINDA-
PETIT-HOMME-AA3520131

WEBSITE

WWW.MPHASSISTANCE.COM

SKILLS

Data Entry
Communication
Typing
Writing
Organization
Excellent computer skills

EXPERIENCE

Zchex Inc- Marketing / Virtual Assistance

Sep 2010 ~ Apr 2016

I maintained and monitored all social media accounts, websites and advertising.

Marriott International - Operations Manager

May 2007 ~ Aug 2010

I overlooked the day to day operations of the hotel. I inspected rooms, ma housekeeping schedules, negotiated rates with vendors, resolved guest complaints, waitressed, cooked, performed night audits etc

Delta One Group – Manager

Jan 2000 ~ Feb 2007

My duties included, but were not limited to, running sales floor of 47 employ Ensured we met monthly sales quotas, quality control on calls and training of employees. Think about the size of the team you led, the number of projects balanced, or the number of articles you wrote.

EDUCATION

Massasoit Community College Sep 2008 ~ Mar 2009

Paralegal Certificate

Dawson College Sep 2003 ~ Jan 2006

General Social Science

LANGUAGES

English – Full professional proficiency

French – Native bilingual proficiency

Italian - Native bilingual proficiency