

MELISSA WAICBERG

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| WORK HISTORY

The Golden Family - Live-In Nanny

Southampton, NY • 09/2020 - Current

- Working approximately 40 hours a week while completing online classes
- Supported children in daily activities, including playing, meals, hygiene and socialization
- Traveled with the family and experienced new environments
- Created connections and thoroughly experienced the architecture and design in places such as The Hamptons and New York City

Jean Tyson Child Development Center - Teacher's Assistant

Fayetteville, AR • 08/2019 - 01/2020

- Organized classroom materials to help teachers prepare for daily instruction and activities
- Supervised snack time, nap time, and recess for 15 children

The Davis Family - Nanny

Frisco, TX • 06/2017 - 08/2018

- Transported children to and from school, medical appointments and extra-curricular activities
- Engaged with children on individual basis to build positive relationships

Eddie's Napolis Restaurant - Hostess

Frisco, TX • 04/2016 - 06/2017

- Supervised server balance and monitored table turnover to accurately seat customers and keep customers happy
- Managed in-person and telephone guest inquiries, customer service requests and reservation bookings using different software

| SKILLS

- Revit
- 3D Studio Max
- Rhino
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe Acrobat
- Microsoft Excel
- Laser Printing
- Digital Rendering
- Model Making

| EDUCATION

University Of Arkansas, Fayetteville

Fayetteville, AR • Expected in 05/2022

Bachelor of Interior Design: Fay Jones School of Architecture + Design

- Member of American Society of Interior Designers (October 2020 - Current)
- Member of Chi Omega Sorority (August 2018 - Current)