

Melissa A. Cox

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- Objective** To obtain a full-time career in technical communication or design
- Skills**
- Adobe InDesign CS & PageMaker
 - Adobe Photoshop CS
 - Macromedia Dreamweaver MX
 - Adobe Acrobat and Framemaker
 - Macromedia RoboHelp
 - Microsoft Powerpoint and Word
 - Jasc Paint Shop Pro & GIF Animator
 - Working knowledge of Spanish language
- Education** 2003-2007 Missouri Western State University Saint Joseph, MO
- B.A., English with emphasis in Technical Communication
 - Member of Sigma Tau Delta-National English Honor Society
 - Cumulative grade point average 3.43 on 4.0 scale
- Experience** June 2006-present Hair Fair LTD II Saint Joseph, MO
Web Designer/ Ad Designer
- Created visual advertisement for the business, as well as promotional fliers
 - Built and maintain a complete web presence
- March 2006-present Kohl's Department Store Saint Joseph, MO
Sales, Cashier, and Customer Service
- Assisted customers in purchasing/returning merchandise, solicited credit applications, and answered phone calls from both customers and employees
 - Used an up-to-date point of sale system, computer software to make and print signs and a DOS inventory network to locate in-store merchandise
- Fall 2005-Spring 2006 Missouri Western State University Saint Joseph, MO
The Mochila Review Intern
- Worked with editor to accept/reject/edit manuscripts, typeset journal using Adobe InDesign, and worked with publisher to produce the completed journal
 - Created help files for succeeding intern, and redesigned the online presence of the journal
- July 2004-March 2006 Sears Holdings Company Saint Joseph, MO
Footwear, Sales, Cashier and Customer Service
- Assisted customers in purchasing/returning merchandise, solicited credit applications, answered phone calls from customers, and navigated through a shoe storeroom to locate merchandise for customers
 - Used a point-of-sale system, computer software to make and print signs, computer software to do weekly inventory of display shoes and a DOS inventory network to locate and transfer in-store and regional merchandise from store to customer
- Activities** **MWSU Society of Technical Communications**, Vice President Spring 2006-Spring 2007
Canvas staff, Poetry Editor Spring 2006
The Mochila Review staff reader Fall 2006-Spring 2007