

Melonie Bourque

Hampton, VA 23669 | mbour002@odu.edu | <https://sites.wp.odu.edu/mbourque> |

HISTORY

- ◆ Upcoming graduate of Old Dominion University (currently in senior year), where studies have encompassed a range of Historical Topography and Artifacts.

EDUCATION

Old Dominion University - Norfolk, VA

Bachelor of Arts and Letters, pending (*102 of 120 credits completed*)

Major in History ◆ Minor in Public and Law GPA 3.26

Thomas Nelson Community College – Hampton, VA

Associates in Social Science and a specialization in Education May 2017 GPA 3.65

Cum Laude

Certificate of General Education. May 2017 GPA 3.95

Summa Cum Laude

WORK EXPERIENCE

Mid-Atlantic Professional Services (M.A.P.S.) — Hampton, VA

General Manager, 2014 to Present

Work in a family-owned service of processing. Perform business and administrative tasks of time sensitive information, respond to client inquiries, and court proceedings.

Key Results:

- ◆ Demonstrated business, acumen in efficiently handling multifaceted assignments.
- ◆ Ensured timely, accurate preparation of legal documents, accounts payable and receivable records.
- ◆ Delivered friendly, courteous customer service in all phone and face-to-face client interactions.

VOLUNTEERISM

MOPS (Mother of Preschool) - Coordinator ◆ PORT (People Offering Resources Together)