




MELISSA MENDEZ

U N D E R G R A D U A T E

CONTACT

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SKILLS

- Customer Service & Communications
- Multitasking in Fast-Paced Environments
- Team Collaborator
- Cash Handling & POS Systems
- Food Safety Awareness

EDUCATION

- Community Christian School-High School Diploma
- Graduated: 2025
- Bayside College—Bachelors in Mass Media and Communications
- Expected Graduation: 2029

LANGUAGE

- English ●●●●●●●●
- Spanish ●●●●●●●●

PROFILE

I am a dependable, organized, and servant-hearted individual who values integrity and teamwork. Through experience in customer service, coaching, and mission work, I have developed strong communication skills, adaptability, and a passion for serving others. I approach every responsibility with discipline and a positive attitude, striving to lead and support others with purpose and excellence.

LEADERSHIP & ACTIVITIES

Secretary of class (2022-2024)

- Coordinated class communication, schedules, and event planning, improving organization and ensuring deadlines were consistently met
- Collaborated closely with class officers to manage logistics, budget needs and timelines for class initiatives
- Maintained accurate records, supporting smooth execution of class meetings and events

Volleyball Coach (2022-2024)

- Led and coached elementary-aged students in volleyball fundamentals, teamwork, and sportsmanship
- Demonstrated leadership through mentoring, communication and conflict resolution

Church Ministry

- Assisted with church operations through event planning, media support, photography, and mission-related activities
- Served ministry teams with adaptability, reliability, and strong interpersonal communication

EXPERIENCE

Sarabay Country Club (June-August 2024)

- Supported waitstaff in delivering high-quality dining service during events and regular service hours
- Maintained cleanliness, organization, and efficiency in a fast-paced hospitality environment

SRQ Modern (June-August 2023)

- Assisted customers while maintaining an organized, professional showroom environment
- Supported daily operations through attention to detail and effective communication

7 Brew (October-November 2025)

- Provided fast, friendly customer service in a high-volume drive-thru coffee shop
- Prepared beverages, handled payments, and supported daily operations