
Melanie Doulik

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SKILLS

I take pride in my hardworking, motivated, and driven personality. My strongest skills show when I problem solve, learn new tasks, and apply myself in my work. I take strong accountability for my actions, and I am always eager to learn more so that I can do my job to the absolute highest level for my employers, fellow employees, and clientele.

EXPERIENCE

Sunhome Today - *Executive Assistant*

January 2022 - January 2023

Sunhome Today is a solar company, with main production focused on door-to-door sales.

- Daily production reports of sales representatives and solar consultants.
- Online marketing and outreach.
- Took on office manager responsibilities, inventory, orders, organization.
- Answering phones and following up with clients.
- Company expense reports.
- Recruiting online and in person for new hires.
- Performed onboarding procedures for new hires.
- Account management and working with LGCY Power.

ONEflight International, Centennial, CO - *Receptionist/Office Manager*

November 2020 - January 2022

ONEflight Int. is a private jet charter company, with over 5,000 planes worldwide.

- I answered inbound calls from members, prospects, catering companies and transportation companies.
- Directed calls to the correct department, kept data entry of each call, and submitted daily and monthly reports for Sales and Analytics.
- Assisted other departments with data log, progress reports, monthly sales reports, and processing of members.
- Was promoted to Office Manager in August of 2021.
- Took inventory, placed office orders, daily up-keep of the office, and scheduled and set up catering.

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- Assisted HR with reports and new-hire documents and filing.
 - Took on projects to renovate our office space, worked with a company to get our office new cubicles for our Flight Operations, Concierge and Sales departments.
 - Worked with Microsoft Office, Outlook, Teams, Excel, and Word.
 - Worked with ADP set up and onboarding.

Sternwald Appraisals - *Executive Assistant*

January 2020 - November, 2020

- Scheduled appraisal inspections.
- Pulled up documents from the county and MLS to start appraisal files.
- Assisted with communications to customers for scheduling, follow ups, and more.
- Filing and organization of each appraisal.
- Answered inbound calls and assisted customers with their needs.

EDUCATION

MSU - Denver, CO - In Progress - Online

B.A. in Psychology