

Jessica Melcher

Omaha, NE
bella.melcher@gmail.com
(402)321-6970

Experienced professional seeking to fill an assistant position.

Work Experience

paralegal - office administrator

Hochstein Legal - Nebraska Wealth Planning - Omaha, NE
March 2017 to October 2017

Paralegal and office administrator for a probate law and financial planning firm.

Filing and drafting of legal documents, applications for financial (annuity, 401k, life insurance), scheduling and arranging meetings and appointments, billing, filing, scanning, handling of mail, checks, sensitive documents.

Office Manager

Future Foam - Omaha, NE
October 2016 to May 2017

Daily sales and production reports. Order input and scheduling

CAD Technician - Administrative Assistant

Schnackel Engineers
August 2015 to September 2016

Assist teams in setting up jobs for clients and gathering background information for surveyors. Gathering information and creating and generating website links for client use. Cleaning CAD files, plotting, scanning, making code calls for projects and completing building specifications.

Administrative Assistant

Aksarben ARS
May 2013 to May 2014

Assist the manager and general manager. Take incoming ca's regarding appointments. Sales, questions and concerns. Dispatch technicians to call, schedule sales leads, accounting reports and daily sales reports.

Behavioral Health Technician

Boys Town National Research Hospital
May 2012 to May 2013

Behavioral health

- direct care- intensive psychiatric treatment

Customer service specialist

Best Buy
November 2010 to May 2012

Rep 2, customer service.

Third key manager

Icing By Claire's

October 2006 to November 2009

Oversaw the daily operations for a boutique jewelry store, under the direction of the store manager.

Special education paraprofessional

Millard Public Schools

August 2007 to August 2009

Oversaw the daily educational activities of high school special needs students, under the supervision on the lead teacher.

Parks and recreation assistant and gym assistant for after school program

City Of Omaha

November 1999 to April 2005

Education

Psychology

Metropolitan community college

August 2010 to May 2011

high school diploma

Bryan Sr High School

2004

Certifications/Licenses

Fingerprint clearance

May 2019

Finra required fingerprint clearance through the FBI.

Additional Information

Key Qualifications

- Microsoft products expert.
- 65 wpm.
- 10-key.
- Time management.
- Ability to meet an exceed deadlines.
- Professional.
- Personable.
- Responsible.
- Organized.
- BSD Knowledge
- Bluebeam expert

- CAD experience