

M e l i s s a K a v l a k l i

11 Jefferson St. #2
Cambridge, MA 02141
617-230-9458

Professional Summary:

- Excellent organizational skills and attention to detail.
- Proven ability to work independently for multiple supervisors.
- Highly self motivated with a professional manner.
- Able to work under pressure, prioritize and multi task to meet tight deadlines.
- Exceptional verbal and written communication skills.
- Proficient in both Macintosh and PC platforms.
- Expert in current applications including : Microsoft Word, Excel, PowerPoint, Outlook Express, Filmmaker Pro, Adobe PhotoShop, Dreamweaver, Captive 3, Acrobat, BrioQuery, SAP, SAPweb, Case Tracker, Request Tracker, Chemtracker, Roles Database, Eudora, Lotus Notes, Now up-to-date, Meeting Maker, Endnote, flatbed scanning, slide and negative scanning, and digital printing, 50wpm.
- Expert knowledge in traditional and digital cameras.
- Flexible and always on time.

Education:

Bachelor of Fine Arts / Photography

The Art Institute of Boston 1996

Work Experience:

Senior Administrative Assistant

February 2002 – Present

MIT Environment, Health & Safety Office (EHS): Management System

Cambridge, MA

- Provide comprehensive administrative support under little supervision for multiple supervisors. Act as a liaison and provide technical support from the EHS office to Departments, Labs and Centers. Maintain the EHS Office training schedule and databases. EHS Office document coordinator. Prepare, send, and maintain EPA Consent Decree submittals, purchase supplies, maintain several email aliases and correspondence from system sponsors, attend high-level business meetings, take and prepare notes for distribution. Scheduling of appointments, and calendar keeping. Coordinating large, scale campus meetings, creating agendas and meeting materials, ordering food and A/V. Maintain financial records: monitor spending, reconciling monthly account spending, create financial control and budget documents, and preparation of accounting forms.

Administrative Assistant

September 2000 – February 2002

MIT Media Lab, CC++: Car Research Group

Cambridge, MA

- Provide comprehensive administrative and secretarial support such as complex travel arrangements, buying of supplies and research equipment, setting up business meetings, sponsor events and research demos. Scheduling of appointments and calendar keeping. Coordinating sponsor visits: creating agendas, leading groups, ordering food and A/V. Maintained financial records: monitor spending, reconciling credit card, reconciling monthly account spending, and preparation of accounting forms.

Administrative Assistant

April 2000 – September 2000

Professional Staffing Group

Boston, MA

- Provide administrative duties such as word-processing, data entry and maintenance, creating Excel spreadsheets, phone coverage, and other office responsibilities as assigned.

Media Graphics Specialist

Children's Hospital

1997-2000

Boston, MA

- Responsible for all hospital photography: events, patients, surgery and portraits. Created patient medical records digitally. Supervised outside film service. Ordered and maintained all supplies and equipment. Performed all administrative tasks related to position: billing and invoicing, databases, customer service, word-processing of internal and external business correspondence, as well as appointment and calendar keeping.

Accounts Payable Supervisor

Best Western

1996 – 1997

Boston, MA

- Responsible for daily cash flow of high-volume hotel. Wrote, sorted, filed and printed 'numbers' reports on daily basis. Made professional and diplomatic collection call to recoup "bad debt" on existing accounts.

Publications / (selections):

Environment, Health & Safety: *News & Views* October 2002 - Present

Children's Hospital, *News, Journal, Annual Report, Today, Spirit of Giving* 1997-2000

Boston Globe, *Health Sense,* September, 1999

Associated Press, *Al Gore,* 1999

The Boston Phoenix: *October, 2nd & 9th* 1998

The Beacon Hill Times: *September,* 1997

Gourmet News, *April,* 1997