

Melissa Parks

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Environmental Scientist

Reliable and motivated Environmental Scientist with a strong skillset. Confident and hard working due to educational and work experience. Valuable employee in the workforce who will always thrive in an ever-changing environment. Excellent verbal and written communication skills. Team player, with the ability to work independently.

Education

Southern New Hampshire University, Manchester, NH

Graduating July 2023

BS in Environmental Science with a concentration in Geospatial Technology

- GPA: 3.89 - Honor Roll, Dean's List, President's List
- Coursework: Environmental Science Research Methods, Ecological Principles & Methods, Geology, US Environmental Law and Politics, Geospatial Programming

International Culinary Academy, Pittsburgh, PA

Graduated

AA in Culinary Arts and Business Management, GPA: 3.8- Highest Honors

Core Proficiencies

Data Evaluation | Analysis of Studies | Research | Microsoft Office: Word, PowerPoint, and Excel | Communication: Written and Verbal | Problem Solving | ArcGIS

Leadership Experience

- Registered Girl Scout Troop Leader #52606 2015 - 2020
- Treasurer for Girl Scout Troop #52606 2015 - 2020
- Member of the National Society of Leadership and Success

Professional Development and Environmental Projects

- Member of Chesapeake Bay Foundation Current
- Calvert Stewards volunteer Current
 - Assist in the cultivation and maintenance of the King's Landing Park native butterfly garden.
 - Remove debris from trails, remove invasive plants, maintain gardens, and plant trees throughout the park.

Professional Experience

Manager, Sugar Bee Products™, Pittsburgh, PA

2016 - Present

- Manage the online and in-person sales and production of hand crafted, all-natural body products successfully and within an appropriate timeframe. Create all products by hand to ensure customers are receiving the freshest products.
- Support with 10+ customers daily to meet their specific needs, providing excellent customer service, and ensuring a good relationship with the customers and a returning customer base.
- Order raw products and packaging materials within budget. Organize and prepare for sales events. Oversee budgeting functions including profit and loss.

Black Hat/Head Chef, First Watch Daytime Cafe, Pittsburgh, PA

September 2018 - May 2022

- Prepared food. Managed cook line, ensuring accuracy of orders while meeting service times.
- Successfully trained 20+ employees on best food handling practices, correct food prep methods (knife skills, proper produce cleansing methods, etc.), and production of each dish on the menu.
- Performed daily opening, closing, and cleaning duties. Prepared "prep lists" for next day food preparation. Assisted General Manager with inventory counts. Oversaw the ordering and receiving of food and supply deliveries.

Mail Handler Assistant, United States Postal Service, Pittsburgh, PA

April 2018 – September 2018

- Collaborated as a team sorting bulk mail and ensuring timely shipment out of the plant.
- Met delivery deadlines through effective time management. Trained on each station throughout the sorting facility to promote a more productive work experience and allow more flexibility in scheduling.

Marketing Manager, TNG, Pittsburgh, PA

August 2016 – May 2018

- Worked independently in a self-directed merchandising environment updating point of sale and impulse purchase displays, as well as magazine and best-seller book displays in multiple stores (Giant Eagle, Target, etc.)
- Met timeline to provide retail stores with the expected products.
- Kept work areas neat, clean, and organized.
- Interacted with store employees and customers. Communicated with store management on any issues.