

MELISSA C. SANDFORD

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Summary and Skills:

- Hard working, self-motivated, detail-oriented, strong communication and leadership skills
- Windows XP, Microsoft Office Suite, intermediate mac experience

Education:

- University of Maryland University College**, Adelphi, MD Mar. 2010
- **Masters: Business Administration**, 3.60 GPA

 - **Goucher College**, Baltimore, MD
May 2007
 - **Bachelor of Arts: Psychology**, 3.43 GPA

Relevant Experience:

- Intern: The Chubb Group of Insurance Companies**, Washington, DC Aug. 2006 & Jan 2007
- Developed concrete records for Human Resources by constructing and analyzing compensation reports and ensuring internal equity within all departments.
 - Worked with the application process by creating a tracking database, working with PeopleScout Recruiting, and reviewing candidates with managers.
 - Reviewed performance management and employee development objectives for managers/employees
 - Developed a disaster recovery plan and an inclement weather hotline to have standard procedures in place in case of an emergency to ensure business continuity

Work Experience:

- Para-educator: Mount View Middle School**, Marriottsville, MD Aug. 2007 – present
- Work in small groups and one-on-one with special education students with varying disabilities in classroom setting
 - Collaborate with other Para-educators, the general education and special education teachers and the administration to ensure each student's success
 - Received a certificate of appreciation from the special education community advisory committee in April 2008

Leadership and Activities:

- Positive Behavior Intervention Support**, Marriottsville, MD Sep. 2008 – Jun. 2009
- Served as a member on the social and team committees for the school district
- Student Athletic Advisory Council**, Baltimore, MD Aug. 2006-May 2007
- Selected by the Goucher College Athletic Director as one of twelve student athletes to meet monthly to discuss issues student athletes face such as sportsmanship and stereotypes