

Melanie A. Gebhardt

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EDUCATION

TEMPLE UNIVERSITY, *School of Communications and Theater* (Philadelphia, PA)

Bachelor of Arts, May 2009

Concentration: *Communications*

Cumulative GPA: 3.80, magna cum laude graduate

WORK EXPERIENCE

PERNAFREDERICK COMMERCIAL REAL ESTATE Philadelphia, PA | January 2010 – present

Marketing Assistant

- o Produce marketing materials to distribute by email for the purpose of promoting commercial real estate properties.
- o Provide sales support to commercial real estate agents.
- o Maintain up-to-date information on the company's website.

TEMPLE UNIVERSITY Philadelphia, PA | January 2007 – August 2009

Office Assistant for the Distance and Summer Programs Department

- o Managed the office, maintained databases, organized documents, and responded to email and telephone inquires.
- o Facilitated the design and content creation for the Summer Programs and Distance Learning websites and maintained the information on these websites.
- o Assisted in the preparation and distribution of faculty payroll for university summer courses.

WPHL 17 / TRIBUNE BROADCASTING Philadelphia, PA | January 2009 – May 2009

Web Intern

- o Created graphics and wrote descriptions for segments of the Better Philly morning show.
- o Assisted with the creation and development of web marketing initiatives on social networking websites such as Twitter.com and Facebook.com.
- o Maintained and created content for the Myphl17.com website

INDEPENDENCE MEDIA / MiND TV Philadelphia, PA | May 2008 – August 2008

Graphics Intern

- o Created animated IDs and promos to be used for broadcast on MiND TV (WYBE).
- o Assisted with the re-designing of the MiND TV community page on Myspace.com.
- o Designed themed graphic templates to be used for on-air productions.

CONSOLIDATED GRAPHICS INC. / PICCARI PRESS Warminster, PA | June 2006 – August 2006

Project Supervisor

- o Utilized Microsoft Excel to create a database of identification numbers, and then proceeded to organize and maintain the database.
- o Worked with other team members to oversee the assembly of 88,000 pharmaceutical kits for distribution.

SKILLS and LANGUAGES

- o Microsoft Word, Excel, PowerPoint, FrontPage, Publisher
- o Knowledge of HTML, PHP, CSS, and FTP
- o Adobe Photoshop, Dreamweaver, After Effects, Flash
- o Camtasia Studio 6
- o Platformic / Broadcast Platform

ACTIVITIES AND AWARDS

- o Temple University Marching Band Leadership Team: Fall 2007, Fall 2008
- o School of Communications and Theater Dean's List: Fall 2005 – Spring 2009
- o Temple Scholar Award: Fall 2005 – Spring 2009