

Melly Moore

Montréal, Canada

About

For me good service begins with a smile and a good mood. I am a person who likes to surpass myself and take on new challenges. Employing me in your company will bring you my good humor and my respect for your work standards. I will do the required work properly, always with energy and reliability. My bilingualism is perfect! I am looking for a part-time job. I am always available except Fridays after 12pm and Sunday's. I am looking to do 15 to 30 hours per week. I wish to work from home as much as possible.

Languages

I speak fluently French and English.

Education

2020 -2021: Certificate in business management

École des sciences de la gestion - UQAM

2007: High School diplôme

Formation continue des Patriotes, Saint-Eustache

Experience

August 2021 to now – Cashier and social media manager- Rachelle Bery

Prepare delivery orders by phone or email.
Cashier service, customer service, telephone operator.
Miscellaneous floor work.
Instagram and Facebook management

April 2021 to now – Host and producer - The ADHD Melly Show

Weekly live show! A new guest every week to spread awareness on mental health and neurodiversity!
Live Webserie on ADHD and Mental Health.
Over 30 episodes streamed on LinkedIn and YouTube.

February 2017 to 2022 – CEO and web designer - L'auberge du web

Offer web services such as web hosting or website design on WordPress.
Knowledge of: Photoshop, Illustrator, InDesign, Premiere Pro, Google (Analytics, Ads, Drive, etc.)
Office, Asana, mailchimp, Hootsuite, Divi, Elementor, Wix, Etc.
Social media management and content writer: Facebook, Instagram, LinkedIn, Tiktok, Twitter.