

Melissa Spurlock

Pounding Mill, VA 24637

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I'm reliable, calm, patient, personable, organized, detail-oriented, and hardworking.

During my college years, I worked as a teaching and lab assistant for different professors in both the biology and chemistry departments. As a student, I was permitted to do research and present it to my peers and the faculty of both departments which included a question and answer session after the presentation. That work required attention to detail, keeping exceptional notes, and understanding it well enough to explain it to persons who hadn't heard of it.

I worked as a private tutor 20 years. I tutored children under 18 in many subjects and college students in various biology and chemistry subjects as well as in French.

I worked in childcare for 5 years and provided my charges with fun and educational activities.

For many years, I've been a volunteer with local animal rescue organizations.

My life experience, education, various jobs, and skill set allow me to approach life, work, projects, and the world with a keen interest to learn and do more. I believe in being a well-rounded person who cares about people, justice, equality, and helping bring forth those values to everyone.

Authorized to work in the US for any employer

Education

Bachelor of Science in Biology and Chemistry

The University of Virginia's College at Wise - Wise, VA

Skills

- Interpersonal communications
 - Computer proficiency
 - Verbal and written communication
- Flexible & Adaptable
 - Reading comprehension
 - Organization and Time management
- Tutoring
- Childcare

Assessments

Verbal communication — Expert

April 2021

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Work style: Professionalism — Highly Proficient

April 2021

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Highly Proficient](#)

Data entry: Accuracy — Expert

April 2021

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [Expert](#)

Proofreading — Highly Proficient

April 2021

Finding and correcting errors in written texts

Full results: [Highly Proficient](#)

Written communication — Highly Proficient

May 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.