

Melissa J. Barkell
4200 Bridgeview Drive, Apt. 1121
Fort Worth, TX 76109
406.531.9531
mjbarkell@gmail.com

PROFESSIONAL EXPERIENCE

Accounting Payroll Clerk/Assistant Payroll Accountant The Madison Season 2, King Street Productions, Fort Worth, TX	08/2025 – Current
2nd Assistant Accountant 1923 Season 2, King Street Productions, Butte, MT	03/2024 – 05/2025
Accounting Clerk 1923 Season 1 Wrap and Pre-Season 2, King Street Productions, Butte, MT	03/2023 – 03/2024
Assistant to Co-Executive Producer 1923 Season 1, King Street Productions, Butte, MT	07/2022 – 02/2023
Admissions Director Continental Care and Rehabilitation, Butte, MT	04/2021 – 07/2022
Customer Service Supervisor/Trainer FCR, Butte, MT	10/2019 – 03/2021
Health and Wellness Consultant Isagenix International, Gilbert, AZ	10/2017 – Current
Document Control/Technical Writer/Editor Envirocon, Health and Safety Department, Missoula, MT	08/2003 – 10/2017
Secretary to HR Directors/HR Webpage Design and Maintenance Douglas County School District, Human Resources Department, Castle Rock, CO	08/2002 – 06/2003
Office Manager/Advertising and Public Relations Assistant Tash Communications, Butte, MT	01/2001 – 06/2002
Advertising Account Executive KTVM, Eagle Communications, Butte, MT	10/2000 – 01/2001
Advertising Account Executive Charter Media, Charter Communications, Kennewick, WA	10/1999 – 06/2000
Marketing Project Coordinator Marketing Assistant Long Term Creative Group, Salt Lake City, UT	01/1999 – 08/1999 07/1998 – 01/1999
Audio-Visual Writer/ Co-Producer of Newsbreak The Montana Power Company, Corporate Communications, Butte, MT	09/1997 – 06/1998

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EDUCATION

Montana Tech of The University of Montana - Bachelor of Science degree in Society and Technology/ Professional and Technical Communications
Emphasis: Technical Writing
August 1998

The Art Institute of Seattle - Associate of Applied Arts degree in Music/Video Business
Emphasis: Video Production
March 1991

AREAS OF EMPHASIS

Technical Writing Communications	Technical Editing Marketing/Advertising	Video Production Journalism
Computer Skills: Microsoft (Word, Publisher, PowerPoint, Excel, Access, Outlook, Teams, Project, FrontPage, SharePoint, SharePoint Designer), Adobe (Acrobat, Adobe LiveCycle Designer ES 8.2, Photoshop), Dropbox, DocuSign, CASHet, EP (Scenelchroize, SmartAccounting, SmartPO)		

ASSETS

Work well both independently and as collaborative team player	Detailed
Strong written and verbal communication skills	Reliable and dependable
Experienced handling high-stress situations with poise and confidence	Solution oriented