

Melissa A. Buford
7631 North Edgeworth Drive, Milwaukee, WI 53223
melissabuford77@gmail.com
Cell: 414-429-4404

Career Objective

Seeking long-term position in a team-based environment where continuous advancement, improvement, dedication, creativity, and commitment to quality is encouraged.

Summary of Qualifications

- Hands-on professional with 18+ years of experience in high volume front office while completing tasks. Greeting and welcoming visitors and working with the community as well as non-profit organizations.
- Overseeing the general office/secretarial duties. Ensuring office work is completed in a timely fashion and deadlines are met.
- Managing an office staff and team to meet deadlines and goals of the organization.
- Proficient use of Microsoft Office, Microsoft Excel and computer literate.
- Working with various business organizations with community events, faith-based events, and school events.

Education

Bachelor's Degree, Business Administration	Bryant and Stratton	August, 2020 (Conferred)
Master's Degree, Special Education	Grand Canyon University	December, 2022 (Completion Date)

Work Experience

Abundant Faith Church of Integrity Director of Operations (P-T) Milwaukee, WI, 2013-Present

- Overseeing overall church operations.
- Scheduling and coordinating special events.
- Overseeing paid staff.
- Creating contracts for special events for outside organizations and vendors.
- Executing, creating, and implementing special events with community and other faith-based organizations.
- Assisting the senior pastor with implementing events that supports the vision and mission of the church.
- Providing overall supervision and oversight to all departments and auxiliaries within the church.
- Works as a liaison between senior pastor and associate pastors.

Milwaukee Public Schools Special Education Teacher Milwaukee, WI, 2020-Present

- Writing and developing Individualized Educational Plans (IEP).
- Working in a comprehensive behavioral unit.
- Teaching modified curriculum based on IEP goals.
- Working with special education team to support all special education students.
- Developing academic and behavioral intervention plans for special education students.

Milwaukee Public Schools Bookkeeper, Office of Finance Milwaukee, WI, 2018-2020

- Ensured schools were following MPS financial policies and procedures.
- Processed payments, as well as accounts payable, and accounts receiving.
- Generated contracts and purchasing duties.
- Completed monthly bank reconciliations through IFAS.
- Maintained student accounts in IFAS.
- Maintained all financial records in a secured, confidential level.

Milwaukee Public Schools**Head Secretary/Secretary****Milwaukee, WI, 2000–2018**

- Managed front office and leading other office staff while providing exceptional customer service.
- Provided bookkeeping and financial support oversight to the school.
- Created staff schedules for duties and implementing policies and procedures for classroom coverage.
- Completed payroll for staff through Peoplesoft, ordering building supplies, setting up transportation for students, maintaining student records.
- Provided direct support to the school principal.

***Personal and Professional References Are Available Upon Request**

March 14, 2022

Office of the Mayor
Attention: Arlisia McHenry
200 East Wells Street, #201
Milwaukee, WI 53202

To Whom it May Concern:

I am responding to a recent inquiry in regards to my previous job experience and expertise within the faith-based community.

Currently, I am a special education teacher with Milwaukee Public Schools. However, I have several years' experience working with faith-based organizations. As the director of church operations at Abundant Faith Church of Integrity, I work with various other churches, businesses, and organizations. To date, we have built a rapport with other businesses and churches; implementing many programs, events, and seminars to not only engage the community, but to provide an avenue of support and resources. Under the leadership of our senior pastor, Robert Pyles, I serve as the bridge and liaison for all involved. Our facility has been the host of many events such as the Pastors United Dinners, covid-testing site, Big 6 Class, McDonald's Gospel Fest and more. One of the many roles of the director of church operations is the planning, implementing, execution and oversight of many of these events. This position affords me the opportunity to stand between the church and community providing resources and opportunities for business and individual growth. This entails meeting with several business owners as well as other faith-based organizational leaders to provide the best experience possible for attendees. Needless to say, this role has been both rewarding to me personally as well as my local church. This role has allowed me the opportunity to work with many other businesses, faith-based organizations, and establishments. I have several other areas of expertise and skills I would love to share with you personally.

My resume is attached for your review; however, I look forward to meeting you in person to discuss the position in further detail, and how my experience, talents, and skills that would be an asset to the Mayor's Office and the City of Milwaukee. I can be reached at 414-429-4404 or via email at melissabuford77@gmail.com.

Thank you for your consideration!

Sincerely yours,

Melissa A. Buford

Enc.

mb