

Beth Melewski

Summary - Innovative and talented professional with proven copywriting, administrative and human resource/recruiting skills. Able to meet intense deadlines while never compromising creativity or work ethic.

Software

Skills - Microsoft Word, Excel, PowerPoint, QuickBooks, Mac and PC

Experience

Summary - DraftFCB/HogButcher– Chicago, IL (2/08 – present)

Freelance Copywriter

- Created print ad, television, internet and radio copy for multimillion dollar clients such as Kraft, Miller Lite, KFC and Motorola
- Facilitated and performed presentations of written content to clients
- Worked with a fluctuating team of copywriters to brainstorm ideas for new ads
- Involved in the casting process of certain ads from auditions to the final casting decision
- Worked under intense deadlines to create content for clients

The Second City Theater – Chicago, IL (12/03 – present)

Working Actor

- Performing, writing and traveling sketch and improvisation with The Second City comedy theater

Midway Games – Chicago, IL (4/03 – 5/05)

Human Resources Assistant

- Screened potential candidates over the phone and scheduled interviews for various departments
- Assisted in developing a new Employee Handbook following the acquisition of 3 new gaming companies
- Serve as floating administrative support to two receptionists
- Scheduled travel arrangements for various heads of department
- Formatted presentations in PowerPoint for the Human Resource Director
- Created and facilitated a new candidate tracking system in Excel for interviewers within Midway Games
- Manage new hire documentation for new temporaries: organized tax forms, entered candidate information into company database, file maintenance and labeling
- Supported the Human Resource Department by performing general office duties
- In charge of making and adhering to my own schedule on a week to week basis

Chicago Pet Care – Chicago, IL (4/02 – 4/03)

Dog Walker

- Responsible for walking five to sixteen different dogs per day
- Aided clients with the scheduling and cancellations of their dogs' walks
- Trusted in clients homes on a day to day basis

Education - The University of Wisconsin Milwaukee

(References available upon request)