



MELLISHA COKE

CONTACT ME

📞 876-499-6050

✉ Superkoul1.mc@gmail.com

📍 Main Street, Runaway Bay
St. Ann, Jamaica

SKILLS

- Event Planner/Mc
- Designer
- Marketing
- Social Media content creator

EXPERIENCE

Zarabelle and JAFTA Talent Management

Actress/Singer/Dancer

January 2020-Present

- Performing music for live audiences and recordings.
- Interpreting serious or comic roles through various gestures to entertain or inform audiences for stage, television or other media production.
- Getting ready for performances by rehearsing and exercising.

Franklin D. Resorts - Runaway Bay Resort

Jewelry Shop Owner (Designer)

May 2012-2022

- Maintained inventory.
- Supervised and trained employees.
- Managed the daily operations of the store.

Franklin D. Resorts - Pebbles Resort

Jewelry and Craft Designer

Feb. 2008-March 2015

- Created unique jewelry collections.
- Designed and created custom orders for certain clients seeking specific details.
- Restored damaged or broken jewelry.

EDUCATION

Carl's Vocational
2016-2016

- Tour guide

**Brown's Town Community
College**
2003-2005

Moneague Teachers College
2002-2003

York Castle High
1996-2001

St Ann's Bay Primary
1990-1996

REFERENCES

Available upon request.

Fashion Fete Clothing Store
Manager

Dec. 2005-June 2017

- Hired and trained staff.
- Composed shift schedules and ran payroll.
- Organized orders and inventory.

McDonald's Old Age Home
Caregiver

May 2004-Dec. 2005

- Prepared and delivered meals.
- Assisted patients with grooming and hygiene.
- Administered medication.

Quick Print and Supplies
Receptionist/Secretary

Sept. 2003-April 2004

- Greeted customers.
- Handled various types of correspondence.
- Managed databases.

Glen Preparatory
Teachers Aid

Jan-July 2003

- Assisted with daily activities for children.
- Supervised children during allotted periods.
- Assisted the teacher in preparing lessons.