

MW

**MELISSA WARD**

*Executive Assistant*

Naples, FL

B.S. Business Administration

J.D. Law

*Mississippi College*



**EXPERIENCE + EXPERTISE:**

*Focus*

Operations Manager  
Executive Assistant  
Educational Consultant

*Skills*

Administration + Space Planning  
Communication + Cross Collaboration  
Project + Event Management  
Operations + Strategic Planning  
Print + Electronic Media Design  
Travel Coordination

**BEST DESIGN TIP:**

Simplify and organize.

**FAVORITE PATTERN:**

Herringbone

**BEST ADVICE:**

Dreams remain dreams until you take action.

**HIDDEN TALENT:**

I'm a writer and renovate homes.

**IF IT'S THE LAST THING  
I DO...**

I will finish the book I'm writing.

**TRIP OF A LIFETIME:**

Past | Cape Town, South Africa  
Future | The Maldives