**Meloney E Jenkins**

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562.256.0480

Los Angeles, CA

**Objective**

To obtain a position where I may utilize and increase my skills Public Relations, Writing, and Digital Media.

**Computer Skills**

* Create/Maintain static web page
* HTML5/CSS3
* Installation and configurations for: SATA devices; RAID arrays, network interface cards/cables; and wireless networks and infrastructure.
* Install and troubleshoot wireless connections including cable, DSL and Dial-up, SATA devices and format drives.
* Adobe Photoshop

***Additional Skills***

* Microsoft office
* Writing, editing proofreading
* Research
* Event Planning
* News/Media writing
* Social media maintenance
* Photography

**Work Experience**

2014 – Present: **Long Beach City College**

*Admission/Financial Services*

2004 – 2013: **American Corporate Security**

*Los Angeles Port Security*

**Education**

Cal State Dominguez: Public Relations/Advertising/Media (Compl: Spring 20’)

Long Beach City College: **A.A. Degree** Computer Security and Networking

Long Beach City College**: A.A. Degree** English

***Additional Documentation and References Available Upon Request***