



CONTACT



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Melvinharris91@gmail.com



Bakersfield, CA

EDUCATION

Associate’s degree/ Business Administration
University of Phoenix
2017 – 2019

Bachelor’s Degree/ Business Administration
University of Phoenix
2019 – 2022

Master’s Degree/ Business Administration
2022 – 2023

Bachelor’s Degree / Civil Engineering
California State University Bakersfield
2009 – (unfinished)

EXPERTISE

Business Administration

Communication / Leadership

Accounting / Marketing

Project Management

Operations Management

Melvin C. Harris Jr.
PROFESSIONAL PROFILE

15 years of experience in Management/Operational roles in multitasking, successful communication in several different forms, and methods. Successfully implemented new technologies, polices, methods, and etc. alongside with support from other individuals to promote working as a team to succeed in the common workplace. Proficient in all Microsoft programs as well as other management software including but not limited to M2, O2, Oracle, Fast-Track, Auto-Cad, 3ds Max, Adobe programs, Corel, Gemini, CASY, Kronos, and etc.

EXPERIENCE

Cal-Aim Program Coordinator / Social Media Manager

Community Action Partnership of Kern, (CAPK) / Bakersfield, 2024 - Present

The Program Coordinator is in charge of all workshops, outreach, and program activities.

- Program Planning and Development:
- Project Coordination:
- Team Support and Leadership:
- Program Improvement:
- Compliance and Risk Management:

Area Manager

Amazon / Bakersfield, CA / 2019 – 2023

The Area Manager responsibilities overseeing hourly supervisors, Assistants, hourly employees, and production/operations.

- Developed a new process for employee evaluation which resulted in marked performance improvements.
- Assisted various business groups with document organization and dissemination during acquisitions.
- Using Six Sigma principles established regression analysis data analysis tools to meet metrics.
- President of B.E.N. for Amazon in Kern County.
- Professional Development Director for B.E.N Chapter for Amazon in Kern County.
- Manage 200+ employees, Hiring, terminations, feedback, established developmental goals, incident reporting, and performance goals.
- Developed entire pick department for Amazon at Site BFL2, and lead at sites ONT2, ONT2 Amazon sites in Ontario, and BFL1.
- Fill in Operations Manager for 6+ months, and succeed in breaking several records in volume production, and low departmental defects, leading to attaining promotions.

C.E.O Venue Dash Inc.

Venue Dash Inc. / Bakersfield, CA / 2022 - 2023

The C.E.O role holds responsibilities overseeing, and guiding the entire business strategies, operations, and vision.

- Strategic Planning: implementing high-level strategies, overseeing the overall operations.
- Market Analysis: Understanding competitors, trends, and customer behavior.
- Communications and Public Relations: Spokesperson for the company, engaging with various stakeholder, and the media.
- Corporate Culture and Employee Engagement: Played a crucial role in overall environment, values, ethics, and behaviors.
- Successes: Given 8 awards from Senate, Mayor, Governor, U.S House of Representatives, and Congress for best innovative company and technology in 2022.



326 Distinguished awards over the course of several years

* Awarded being selected to work with Bakersfield Police Chief.

*Project B.E.S.T Scholarship recipient for 4 years, and President.

*President of A.A.A organization.

*Selected for the Chevron S.T.A.R.S program with a 4-year Scholarship.

*Awarded for involvement in Bakersfield Engineering program at C.S.U.B

*2-year Scholarship Kappa Alpha Psi Sorority

*Awarded for being the main speaker at Rabo Bank Area regarding guiding youth for success in college.

*1st place in group symposium at Bakersfield College regarding small group communication.

*Board Committee member N.A.A.C.P Bakersfield Branch with the community. (2010 -2013)

*KIEH (Kern Inclusive Entrepreneurship Hub) 2024 Cohort participant and California Success Story

*Kern C.O.G (Council of Governments) award recipient for innovative technology 2022

C.D.S Administrator / Quality Coordinator

I.K.E.A / Lebec, CA / 2014 – 2020

The **C.D.S Administrator / Quality Coordinator** responsibilities included leading, setting up the shift, processing issues, quality claims, and inventory adjustments.

- Developed a new process for employee evaluation which resulted in marked performance improvements.
- Produced ad hoc reports and documents for senior team members.
- Provide data entry and inventory control support for CDS/SDS Operations.
- Ensure all picking Confirmations are verified maintain accurately and timely.
- Filing of CDS/SDS paperwork Ensure customer backorder leers and ship zero logs are completed and processed daily.
- Confirmation of shipping within 24 hours of leaving the building.

Operations Manager / Environmental Services

Kern County / Bakersfield, CA / 2010 - 2013

The **Operations Manager** role holds responsibilities overseeing salaried supervisors, Assistants, hourly employees, and production/operations.

- Monitor and maintain records of daily facility operations.
- Train or coordinate the training of employees in operations, safety, environmental issues, or technical issues.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Advise managers, desk clerks, or admitting personnel of rooms ready for occupancy.
- Inspect work performed to ensure that it meets specifications and established standards.

Information Technologist

Chevron Station 36 / Shafter, CA / 2009 – 2010

The **Information Technologist** role holds responsibilities overseeing the technical aspect of the job to ensure tools, and system are up-to-date, and functioning properly.

- Installing and configuring computer hardware, software, systems, networks, printers, and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company
- Military ban wiping hard drives for conversions over to customized Chevron software.