

# Bryce Melvin

115 Middleton Street, Suite 343  
Nashville, TN 37210

913-961-9762  
Brycemelvin24@gmail.com

## Objective

To blend and utilize the strategies, skills, techniques and tools of communications curriculum with recent practical learning and experience from recent roles (Manufacturing Sales/Marketing)

## Personal Profile

- Proactive, competitive, committed, organized and effective
- Effectively interact with and support diverse teams of individuals
- Strong social, organization, communication and Networking skills

## Education

University of Kansas - Lawrence, KS Bachelor of Arts (BA), December 2017  
Major in Communication Studies, and Minor in Business  
Earned 3.0 GPA at the University of Kansas  
Proficient in Microsoft Office Suite

## Experience

### One Point Logistics, Nashville, TN

December 2018 - Current

#### Account Manager

- Booked FTL and LTL Truckloads across the country using software such as Aljex/Mercury Gate
- Quoted Truckloads to Freight Carriers
- Posted FTL and LTL Truckloads to Load Boards such as DAT, Truckstop
- Procure ETA's from Dispatchers/Truckers/Terminals to ensure trucks arrive on time and in proper condition
- Ensured legality of each contracted truck and handled all paperwork such as BOL's, RC's, Carrier packets

### COMDATA via Insight Global, Nashville, TN

May 2018 - December

#### Contract Sales Rep

- Provide customers with the advantages of eliminating paper check and wire processing
- Support improving and streamlining procedures for paying Employees and Vendors
- Save organizations time and money by utilizing Virtual cards & improving AP efficiency
- Strengthen control and eliminate fraud by allowing better restrictions on company cards

### Arrow Acquisition LLC, Lenexa, KS

June 2017 - August 2017 & January 2018 - June 2018

#### Marketing/ Manufacturing Sales Intern

- Communicated with customers to place orders via telephone
- Populated data and spreadsheets for new business unit website
- Supported manufacturing sales team efforts to build new revenue streams
- Utilized Lead Forensics to acquire potential customer information

## Activities

Founding Father of Sigma Pi Fraternity (Beta Delta chapter); Alumni Chair 2016

Accumulated 30 hours of community service each semester

