MELINA BUCHER

fleurcreativeco.com | melina@fleurcreativeco.com

Experience

Trask & Howell, LLC
Paralegal | July 2025 - Present
- handled attorneys' calendars and scheduling
- summarized medical records
- opened and maintained an organized case file
- assisted with research and discovery
- prepared drafts of legal documents

Legal Secretary| June 2024 - June 2025
- prepared letters for attorney's signature
- emailed and mailed letters
- handled filing of legal documents
- processed daily mail
- organized records and letters

Montessori School of Mt. Pleasant
Assistant Teacher | October 2022 - May 2024
- cared for infants in a respectful manner
- maintained a safe and clean environment
- communicated to parents about children
- prepared weekly class notes
- led community meetings about relevant topics

Made Simply
Graphic Designer | May - August 2021
- updated and redesigned webpages
- transferred content

Gretna Glen Camp
Kitchen Assistant | June - August 2019
- washed and folded laundry
- prepared beverages for each meal
- prepped the dining area for meals

Education

Charleston Southern University
- Bacheler of Arts in Graphic Design
  2018 - 2022

Other

Stock Photography
Contributed photos to AdobeStock and Shutterstock

Elizabethtown Community College Orchestra
Community member for multiple semesters

RIE Foundations
Completed 60 hour course about caring for infants

Interests & Hobbies

- Nature Photography
- Handcrafts
- Reading