

Melissa Kohring

PROFESSIONAL SUMMARY

Operations and Program Management professional with 15+ years of experience leading budgets, programs, compliance, and cross-functional initiatives in higher education and corporate environments. Proven ability to manage six-figure budgets, and oversee complex operational workflows, lead large scale programs, and partner with senior leadership to deliver organizational outcomes. Known for moving beyond administrative support to provide operational leadership, structure, and execution.

EXPERIENCE

Administrative Assistant – Customer Experience, Interconnected Strategy

Home Depot – Corporate Office, Atlanta, GA

April 2025 – Present

- Supporting 2 Sr. Directors and 4 Directors under 3 department headings as well as their reporting associates.
- Managing calendars and scheduling multilevel meetings and events including room reservations.
- Directly oversee purchasing of associate equipment, department supplies, event catering, purchasing card holder for 3 departments.
- Orchestrate travel arrangements, expense tracking, and reconciliation for approximately 200 associates.
- Creating and managing Purchase Orders for department spending.
- Assigning, troubleshooting, replacing, & collecting associate equipment.
- Setting Interview Schedules for Candidates.

Executive Assistant - Dean of Students Office

Kennesaw State University, Kennesaw, GA

April 2022 – April 2025

- Directly oversee department monthly, special event annual budgets and Government purchasing card holder with budgets ranging from \$5,000 monthly to \$300,000 annually for Weeks of Welcome, and Homecoming.
- Orchestrate complex digital contracts, invoice lifecycles, and within various payment management systems ensuring seamless Foundation payments and SABAC compliance.
- Facilitate high-level recruitment by managing multi-stakeholder interview schedules and coordinating interview logistics, schedules, and accommodations for executive-level candidates.
- Served as SABAC Secretary – creating annual meeting calendar of events, organizing all attendees and required documentation, using and teaching Robert’s Rules of Order for efficient meeting outcomes, keeping the meeting minutes for transparency, managing consistent verbiage, and keeping historical records for consistency in outcomes.
- Acted as key operational partner to senior leadership, ensuring smooth execution of departmental priorities.
- Setting Interview Schedules, accommodations, and reimbursements for Candidates.

Teacher-Learning Resources (7-8th Grades)

Saint Benedict’s Episcopal School, Smyrna, GA

Aug 2021 – April 2022

- Supported academic and organizational success for middle school students with varying learning needs and disabilities.
- Coordinated with faculty, parents, teachers, and external partners to implement individualized learning strategies.
- Strengthening student executive functioning, organization, accountability and frequently reteaching missed core classroom concepts.



Contact Information:



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Email:

melissak@spizzirril.law



Location: Kennesaw, GA



Education:

Columbus State University
Bachelor of Science



Core Competencies

Budget Management
Event Strategy & Execution
Program Development & Implementation
Marketing & Brand Promotion
Staff Development & Training
Compliance & Regulatory Oversight
Community & Corporate Partnerships
Fundraising & Donor Development



Computer Skills

Microsoft Office
(Outlook, Word, Excel PowerPoint)
Microsoft Teams & Zoom
DocuSign
Serraview
Google Workplace
Adobe (Acrobat)
Epro Marketplace
Comfortable with Windows & Mac
Social Media Marketing
Amicus Attorney

Melissa Kohring

EXPERIENCE Continued



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Special Training/Interests

Cobb County Public Notary
American Red Cross
CPR/First Aid/AED
Lifeguard Instructor Trainer
CPR Instructor Trainer
KSU Dance Team Founder
National Art Honor Society
Sailboat Racing
Ballroom Dancing

Administrative Assistant - Head of Upper School

King's Ridge Christian School, Alpharetta, GA

May 2019 – May 2021

- Created & updated calendars for Students, Faculty, Head of Upper School, & Facilities.
- Track of Student & Faculty Attendance as well as Substitute Management.
- Developed & Oversaw Internship Program for Interim Term resulting in great opportunities for students.
- Developed, scheduled & oversaw Life Skills Training Modules for Interim Term to fill the gaps in traditional education with modules like (CPR/First Aid Training, How to write a Resume, Basic Vehicle Maintenance, Types of Insurance, How to plan for Retirement, etc.).
- Counseling students regarding disciplinary infractions.
- Being the communication hub for the upper school during Covid.

Activities Director, HR Assistant (2013-2019) & Admin. Assistant (2007-2008)

Winnwood Retirement Community, Inc., Marietta, Georgia

Feb 2007 – May 2019

Administrative Assistant & HR Assistant May 2007-2008

(Left to finish my degree for promotion and achieved)

- Developed and implemented auditing system for resident & employee files to ensure regulatory compliance with the state of Georgia.
- Supervised Housekeeping department with 15 house keepers to provide weekly services for 220 residents.

Activities Director May 2013-2019 (Returned with degree into Director level)

- Directed and mentored large-scale teams of 100–200 personnel (employees, entertainers, home health vendors, and volunteers), overseeing professional development and daily operational excellence.
- Program development, marketing, and regulatory compliance including Planning & Designing annual and monthly Calendars & Newsletters
- Provided backup for Sales and Marketing Team providing tours, and guidance through the leasing process, as well as Welcome Introduction to new residents.
- Brainstormed, created, and executed Marketing events designed for bringing in prospective new residents.
- Managed the Social media presence for the community including daily life posts, monthly and annual event posts, posting educational articles, as well as live-streaming events often while hosting/MCing events.
- Managed full-cycle payroll and punch editing while simultaneously serving as the primary site I.T. resource.
- Scheduled, coordinated, and hosted outings, entertainment, volunteers, events & activities.

Assistant Aquatics Director, Manager, and American Red Cross Instructor

Fort Benning Dept. Of Morale, Welfare, and Recreation Aquatics

May 2012 – Feb 2013

- Supported operational oversight for 4 high-traffic aquatic facilities on a major military installation.
- Conducting staff training, professional development initiatives.
- Designed document management system to improve operational efficiency.
- Founded and coached a youth swim team, managing scheduling, events, and competitions.

Legal/Administrative and Personal Assistant / House Manager

Brodhead Law, P.C., Atlanta, Georgia

August 2006 – Dec 2011

- Managed Legal documentation, confidential records, and client scheduling
- Oversaw billing, accounts payable/receivable, and corporate credit card reconciliation
- Coordinated office operations, vendors, inventory, and multiple facilities projects