



Melissa Zolla

Melissa Zolla is known as the Jar Tender at The Firefly Group, though her more conventional title is Office Manager. Known for her ability to problem solve while keeping a smile, she deals with Human Resources and assists in event coordination.

Born in Neptune, New Jersey, and raised in Hobe Sound, Florida, Melissa Zolla has a unique background of work acumen and strong business ethics. Since the age of 16, Melissa has been working full-time in the corporate world, and has developed a strong set of skills that include human resources, risk management, event coordination, customer service, employee benefit administration, executive assistant logistics, office policy & procedure guidelines.



After graduating from South Fork High School, Melissa worked as an Executive Staff Member at a troubled youth program in West Palm Beach and ultimately established her professional roots as a Chief Operations Officer for an insurance agency with clients across the country. With 15 years of experience in the insurance industry, she eventually transferred to a large law office as their Risk Manager & Benefits Coordinator.

As a vital part of the team at The Firefly Group, Melissa's areas of focus include: human resources, bookkeeping and payroll, executive aide to the Chief Illuminator, client support services and office administrative tasks.

EDUCATION

Melissa graduated from South Fork High School and is certified as an accredited customer service representative for personal and commercial lines of insurance.

COMMUNITY INVOLVEMENT

As part of her commitment to the community, Melissa routinely becomes involved in the fundraising efforts of many non-profits in Martin County. For a more hands on aspect, Melissa has been involved with a variety of local organizations, volunteering hours for Firefly's non-profit clients including Keep Martin Beautiful, Sustainable Martin Alliance and the Boys and Girls Clubs of Martin County.

Over the years, she also sat on the executive committee for a local Foundation serving at-risk youth, enabling high schools graduates the opportunity to attend college. She was also responsible for event coordination and hosting of multiple local & statewide events such as celebrity golf tournaments, VIP sponsor appreciation parties, toy drives, college football classics & in the process assisted in raising more than \$300,000 for local youth. Melissa's event experience has given her the opportunity to host many dignitaries such as former Presidents, Prime Ministers, sports legends & a wide variety of entertainers.