



## Meet Our Executive Assistant

# Melissa Klitenic

**Welcome to our family!** My name is Melissa Klitenic. I hold the position of Executive Assistant. My background includes excellent customer service, operations experience and event planning. I enjoy being part of the Infant Toddler team and having the opportunity to give back to the community. My responsibilities include responding to parents and providers requests for information and planning the Infant Toddler events.

**I am here for you!** We understand that the first few weeks in a new child care setting can be stressful. Please feel free to contact me at the office, 703-352-3449 extension 100 or by email, [mklitenic@infanttoddler.com](mailto:mklitenic@infanttoddler.com). I am usually in the office Monday through Friday. I look forward to meeting your child!