

Melissa Smith

Striving To Be Great

Atlanta, GA 30354

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Preloader/Package Handler

UPS - Atlanta, GA

September 2019 to Present

Scan, label, and load feeder trucks...while also helping out where needed

Receptionist/Administrative Assistant

Keller Williams Realty - Carrollton, GA

January 2019 to July 2019

Answering phone calls...scheduling..customer service..patients...multitasking...computer literacy...bilingual..

Scale Operator

Pilgrim Pride

November 2017 to December 2018

- Operating scales inspecting products before being shipped

Manager

Subway - Oxford, AL

June 2015 to December 2017

- Keep records required by government agencies regarding sanitation or food subsidies
- Investigate and resolve complaints regarding food quality, service, or accommodations
- Maintain food and equipment inventories, and keep inventory records
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity

Personal Caretaker

Self-Employed - Wedowee, AL

January 2013 to May 2015

- Administer bedside or personal care, such as ambulation or personal hygiene assistance
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor

- Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles

Education

High School Diploma in General Studies

Randolph County High School - Wedowee, AL

Vocational in Certificate or Credential

Miles College - Fairfield, AL

Skills

- Customer Service
- Food Service
- Team Member
- Management (5 years)
- Microsoft Excel (10+ years)
- Microsoft Word
- Organizational Skills
- Outlook
- Receptionist
- Scheduling
- Clerical
- Billing
- Administrative Assistant
- Microsoft Office
- Time Management
- Powerpoint
- Marketing
- Filing
- Data Entry
- Quickbooks
- Warehouse Experience
- Load & Unload
- Picking and Packing
- Food Preparation
- General Labor

- Computer Literacy
- Vital Signs
- Office Management
- English
- Accounts Receivable
- Accounts Payable
- Typing
- Bookkeeping
- Event Planning
- Payroll
- Human Resources

Additional Information

Customer Service...Computer literacy...Leadership skills..persistent..people
person...organize..multitasking...Excel..Power Point..determine...motivated..dependable