

Melissa Griffin

Chiropractic assistant/massage/clerical
Hot springs, AR

Melissa.martin3@yahoo.com - 224.401.9980

I have experience in many things I can file, answer phones and do scheduling, I've been a cashier and have done shipping and receiving before, customer service, hosting and serving and cleaning too.

WORK EXPERIENCE

Massage Envy

September 2014 to December 2014

Responsibilities

Massage client's with swedish, deep tissue, pre natal, sports , aromatherapy, reflexology technique. Clean room & do laundry.

Xsport Fitness - Batavia, IL - May 2013 to October 2014

Responsibilities

Massage client's with swedish, deep tissue, pre natal, sports , aromatherapy, reflexology technique. Clean room & do laundry. Sell clients memberships.

Salon Within - Chicago, IL - May 2013 to September 2013

Responsibilities

Clean laundry, answer phones, use proper products, massage clients to my training learned.

Skills Used

Reflexology, deep tissue, aromatherapy, Swedish, trigger point

Arabella Salon & Spa - Aurora, IL - October 2012 to February 2013

help with front desk in answering phones, massaging clients, cleaning and doing laundry and scheduling.

Chiropractic assistant , massage therapist

Tutor chiropractic - North Aurora, IL - November 2009 to October 2012

I do everything in the office from front desk to cleaning, billing, insurance, helping patients and doctor with anything they need.

EDUCATION

AAS in Massage Therapy

Rasmussen College - Aurora, IL January 2008 to January 2010

Bachelors in Business Management

Rasmussen College - Aurora, IL February 2015 to Present

West aurora high - Aurora, IL 2003 to 2007, Diploma

SKILLS

Accurate in Microsoft word, excel, powerpoint, outlook, 60+ wpm, electronic cashiering system, Lyntec software, clerical experience