

# Kellie Provost

Walhalla, SC 29691

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I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

Authorized to work in the US for any employer

## Work Experience

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### **Receptionist/Customer Service**

Head-Lee Landscape Materials-Walhalla, SC

February 2024 to July 2024

Customer service, answering phone calls, dealing with contractors, cash handling, and deposits.

### **Customer Service/Detailer**

Edwards ford-Walhalla, SC

August 2023 to January 2024

Customer service / PDI

Car detailing.

### **Kitting Specialist**

Lift Technology Inc.-Westminster, SC

August 2021 to August 2023

Working with inventory management system. Maintaining inventory. Ensuring that assembly line has all materials to perform job functions at the highest level possible.

### **Assistant Manager/Sales Associate**

Bountyland Quick Stops-Walhalla, SC

March 2019 to March 2021

Sales associate, cashier, ensuring that all associates have everything they need to perform job. Bank deposits. Customer service, customer relations.

### **Customer Service Associate**

Lowe's Home Improvement-Seneca, SC

February 2017 to February 2019

Customer service associate

## Education

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### **High school diploma**

Walhalla High School - Walhalla, SC

May 2005 to July 2019

## Skills

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- Cashiering
- Cash Handling
- Microsoft Word
- Inventory Control
- Administrative Experience
- Merchandising
- Computer Operation
- Customer service
- Cash register
- Sales
- Personal assistant experience