

Melanie Muñoz

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To secure a challenging

Authorized to work in the US for any employer

Work Experience

Inside Sales Rep

Bmc West LLC

June 2017 to March 2021

- Knowledgeable of BMC material (trim/door profiles) in order to help customers with placing orders on material
- Assisted customers with precise measurements for their building needs
- Knowledgeable with working on Trend/Centerpoint software.
- Always answer all incoming calls in a timely manner to give them the best service possible
- Able to operate POS/ credit card machine - including collecting cash and balancing daily
- Assist my team in proofing packs or typing EWO when shorthanded - always willing to learn more

Sales Associate

Martin Marietta

April 2014 to December 2015

Weigh Master 04/2014-12/2015

- Weighed in trucks, check-in trucks
- Locate customer account numbers and provide customer service in both English and Spanish
- Locate jobs for oil companies, dispatched trucks
- Weighed in trucks via remote ticketing
- Customer service skills

Macy's Sales Associate

- Greeted customers
- Rang customers up on the register
- Repaired watches
- Credit applications
- Cash out daily receipts
- Sized Watches

Cash co Loans Teller

- Answered incoming phones, Cashiering, process loan applications - including gathering all confidential information from applicants Collections, customer verifications on all loans within the location
- Bank runs, large deposits, balancing drawer daily and delivering Customer Service

G-Corporation Receptionist

- Greeted clients and demined nature of business.
- Answered phones, arranged for appointments, and directed callers.
- Helped in preparation of the certified payroll and performed other clerical duties.

- Received and answered requests for information from company officials and employees.

10/2010 12/2011

11/2008 04/2009

Office Manager

Valadez Granite & Marble, Inc

May 2005 to September 2005

Scheduled appointments, gave information to callers, took dictation and otherwise relieved officials of clerical work and minor administrative business detailed.

- Read and routed incoming mail.
- Maintained payroll weekly on a spreadsheet and handled receivables and payables.
- Kept personnel records.
- Successfully took the measurements off of the blueprints for bids for granite.

05/2003 - 04/2005

Education

Associate in Medical Clerical

Emily Griffith Opportunity School/Heritage college

Skills

- Typing (45 wpm) (4 years)
- Microsoft Windows
- Excel (2 years)
- Medical Terminology
- Medical Office Administration
- Patient care
- Taking vitals (Less than 1 year)
- Cash handling
- Business English and Editing
- Medical Office Financial Management
- Customer Service
- Data Entry (10 key by touch) (3 years)
- Trend and Centerpoint
- Credit card machine
- Sales (4 years)
- Medical Practice Management Issues
- Internet Technologies
- Power Point (presentation)
- Three years of customer service experience
- Data entry, 10 key by touch and keyboarding 30 wpm
- Accurately calculated and made daily deposits of up to \$20,000

- Medical terminology and office administration (Less than 1 year)
- Ability to compose, proofread & edit business documents
- Knowledge of billing, coding and medical management issues
- Experience in payroll, accounts receivable/payables, and monthly/quarterly taxes
- Effectively developed telephone communication skills and consistently met quotas
- Scale clerk, weighed in semi trucks, complied with safety rules, very strong customer service, signed them into job assignments, dispatching trucks, located customer accounts
- Word (Mail Merge, Tables, Letters) (6 years)
- Millwork (doors (4 years)
- trim (4 years)
- hardware (4 years)
- Microsoft Word (5 years)
- Access
- Excel. Power Point
- Internet
- Sales Experience
- Cash Handling (2 years)
- Customer Service (5 years)
- Inside Sales
- Sales

Languages

- English - Fluent

Certifications and Licenses

Driver's License