

Melinda Ragsdale

McPherson, KS

mindyloveebug@gmail.com

7852121557

Upbeat and bubbly personality able to work independently or in group settings. Able to manage self without much supervision. Charismatic and task oriented.

Contact Me: 785 212 1557

Work Experience

McPherson Humane Society Worker

McPherson Humane Society - McPherson, KS

November 2018 to Present

Feed all intake animals, administering medicine, cleaning, task management, adoption lists, scheduling.

Jewelry Sales Associate

Walmart - Newton, KS

June 2013 to October 2018

- Open and shut down Jewelry/Accessories/Shoes.
- Track/stock inventory.
- Knowledge of jewelry/sizing/ordering
- Ring Shipment
- Jewelry audits
- Customer service/cashiering
- Knowledge of Gemini Systems
- Modulars
- Scheduling
- Task management
- Refunds/returns
- Watch repair
- Battery replacement
- Jewelry repairs
- Claims/Ship damaged/recalled items.

Subway Sandwich Artist

Subway - Newton, KS

May 2012 to June 2013

- Open/close store
- Bake bread/cookies
- Prepare meats/veggies
- Count inventory
- Count tills/cashiering

- Customer service
- Bank drop offs
- Scheduling
- Prepare sandwiches
- Encourage current sales/specials

Education

Some college in Early Childhood Education

Butler County Community College - El Dorado, KS

August 2012 to May 2017

Skills

Microsoft Office