

Melissa De Leon Orozco

6180 E65th Ave Commerce City
CO 80022
7209845460
melissa.deleon145@gmail.com

EXPERIENCE

Party City, Denver — Team Lead

August 2019- February 2021

Working with team to build plan for the day and knock out daily store operations and expectations. Opening or closing store and entrusted to balance registers.

Romantix, Commerce City — Store Keyholder

June 2021 - August 2022

Overseeing the whole store and its services unescorted. Stocking and facing product through day. Trusted to count and balance registers as well as execute closing duties to lock up store. Would fill in at other stores if need be.

Spirit Halloween, Denver- Assistant manager

August 2022- November 2022

Temp job to transition from one place to other however helped build the store from before opening doors to taking it down for the season. In charge of making lunch and break schedules for associates. Getting a bank deposit put together and balancing 6 registers on my own. Trusted to lead associates for a successful store. Able to promote donations as well.

Floor and Decor, Denver — Department associate

November 2022- Now

Knowledgeable associate overseeing a department of tile store. Responsible for stocking, organizing, facing and tagging department products. Trusted to be able to answer customer questions regarding installation and inventory of products. Successfully was able to put together a \$30,000 sale for a contractor.

EDUCATION

Lester R. Arnold, Commerce city — Diploma

SKILLS

Merchandising- Skill has successfully enhanced and pushed a product towards customers leading to higher sales and selling out of said product.

Cash handling- Skill has let me be trusted to balance and figure out root causes of any money variance problems. Haven't had a short register anytime cashiering.

Inventory control- Have been a part of an IC crew. Skill has allowed insight into average in-stock availability for most products allowing to give more accurate information to customers.

Time management- In a time crunch have always been able to effectively complete a project or task fully up to standards for corporate visitations and inspections regardless of other interruptions.

LANGUAGES

Spanish-Fluent including reading and writing.

August 2020- May 2021