

Melissa Steve

Fort Collins, CO

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6093009581

- Strong communications skills.
- Able to successfully manage multiple tasks and balance the needs of a workplace in a personable manner.
- Dependable team player able to exercise discretion and judgment.
- Ability to communicate to others across all levels of the organization.
- Experience in retail

Authorized to work in the US for any employer

Work Experience

Inbound Sales Representative

Qualfon - Fort Collins, CO

February 2020 to Present

Store Manager

Spirit Halloween - Flemington, NJ

August 2015 to November 2015

Helped with training and development

- Conducted a weekly schedule
- Completed Paperwork
- Financial Responsibilities

Team Leader

Justice Tween Brands - Flemington, NJ

May 2014 to January 2015

Helped with training and development

- Financial responsibilities
- Completing paperwork

Sales Associate

The Children's Place - Flemington, NJ

April 2014 to July 2014

Greeted customers and determined their needs and wants

- Assisted in display of merchandise
- Operated cash register

Music Teacher

Coyles Music - Richboro, PA

December 2012 to August 2013

Prepared students for performances, examinations, auditions and festivals

- Planned individual lessons and overall schemes of work for students
- Taught individual lessons lasting from 30 minutes to an hour, usually incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique

Education

High school or equivalent

Skills

- Merchandising
- Sales
- Scheduling
- Team Building
- Retail Management
- Customer Service
- Store Management Experience