

Melissa Wiley

Shift Lead/Assistant Manager - Holiday Stationstores

Saint Paul, MN 55117

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I have 5+ years of retail and customer service experience. I also have some call center experience as well as warehouse experience. I am a hard working individual and always on time. Thank you for taking the time to look at my resume.

Management: 3 years

Retail: 4 years

Food Service: 2 years

Warehouse: about 1 year

Call Center: 6 months

Authorized to work in the US for any employer

Work Experience

Production Worker

White House Custom Colour - Eagan, MN

October 2018 to Present

General Cleaner

Marsden Building Maintenance - Saint Paul, MN

July 2018 to September 2018

General stadium cleaner

Package Handler

FedEx Ground - Saint Paul, MN

October 2017 to December 2017

Able to lift anywhere from 30 to 75 lbs (assistance given with heavier equipment.)

Load trucks in a timely and efficient manner.

Unload trucks in a timely matter

Watch progress timer to know what your pace is per hour

Assist with clean up

Assist other coworkers with unloading trucks.

Sales Associate

Holiday Stationstores - Bloomington, MN

February 2017 to October 2017

Came back as regular Sales Associate.

Shift Lead/Assistant Manager

Holiday Stationstores - Saint Paul, MN

March 2014 to October 2016

Perform paperwork duties
Assign and delegate employees to specific tasks throughout the day
Provide excellent customer service
Serve and cook food items for customers
Perform inventory counts of product in the store
Order product weekly for the store
Assist general manager with specific tasks
Fill Propane tanks for customers
Run and delegate full shifts
Help with scheduling

Home Loan Processor

Wells Fargo Home Mortgage - Minneapolis, MN
June 2015 to August 2015

Shift Manager

Noodles and Company
August 2012 to March 2013

Sales Associate

Sears
February 2012 to June 2012

Education

Associates In Arts in Psychology

Saint Paul College

High School Diploma

Insight School of Minnesota
June 2011

Skills

Microsoft Office, Excel, and PowerPoint. Gmail, and Yahoo mail. Customer service, food service, management., Janitorial, Warehouse

Additional Information

KEY QUALIFICATIONS

- Years of Management Experience
- Years of Customer Service Experience
- Outstanding Performance
- Excellent in Multitasking
- Experienced with Microsoft Word
- Experienced with Microsoft Excel
- Experienced with Microsoft PowerPoint