

# Melony Chao

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## SKILLS

Excellent customer service, attention to detail, organization, adaptable, reliable, trustworthy, hard-working, team player, and great communication.

## EXPERIENCE

Sam's Club | Arvada, CO

**Member Frontline** September 2025 - Current

- Greet and assist members, answer questions, provide membership information
- Operate cash registers, or self checkout systems
- Promote and explain membership benefits, upgrades and renewals
- Maintain front end area: zoning - organizing merchandise, handling returns, merchandise issues

Claire's | Lakewood, CO

**Part Time Manager** August 2023 - August 2025

- Greet customers and provide exceptional customer service.
- Assist customers with product selections, sizing and styling.
- Build relationships with customers to encourage repeat business.
- Restock shelves as needed to ensure sufficient inventory levels.
- Manage daily banking activities including deposits and cash handling procedures.

Premier Manufacturing | Longmont, CO

**Material Handler-Stockroom** August 2020 - September 2022

- Receive incoming materials, verify against packing slips, and inspect for damage or discrepancies
- Pull and prepare materials for production based on pick lists or work orders.
- Maintain inventory accuracy through cycle counts and regular audits.
- Restock shelves as needed to ensure sufficient inventory levels.
- Ensure proper labeling and organization of stockroom inventory.

## CERTIFICATIONS

-Chemical Peel  
-Microdermabrasion  
-LED Facial  
-Micro-needling  
-Dermaplaning  
-Eyelash Extensions  
- Spray Tanning

## EDUCATION

Stacey James Institute  
2024 Esthetics  
  
Skyline High School  
2019 Diploma