

Melissa S White

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OBJECTIVE

The opportunity to join a growing organization that has need for a light assembly worker who works well on a team or alone with great attention to detail.

WORK EXPERIENCE

Lowe's, Ypsilanti, MI 08/2007 - 06/2010

Customer Service

Processed special order's.
Returned special order's.
Processed credit applications.
Rung up customer's.
Performed cash office duties.

Sterling Temporary Services LLC, Warren , MI 04/2014

Operator

Assembled front ends to Dodge Rams.
Bonded gas and diesel carriers.
Assembled grills.
Assembled and tested AGS'.

H&R Block, Belleville, MI 01/2010 - 04/2014

Receptionist

Seasonal position.
Scheduled appointments using Appointment Manager.
Checked in clients.
Managed waiting room.
Answered phones.

Walgreen's, Belleville, MI 06/2011 - 04/2014

Photo specialist

Developed digital photo's from in-store kiosk and on line service.
Processed film.
Machine maintenance.
Stocking merchandise.
Rang up customer's on POS system.

EDUCATION

Wayne County Community College Belleville, MI 2013

Business Management, GPA: 3.3

Earned 15 credit's towards Business Management degree.

Washtenaw Community College Ypsilanti, MI
Business Management, GPA: 3.3
Earned 10 credit's towards a Business management degree.

2011 - 2012

Eastern Michigan University Ypsilanti, MI
Secondary Education, GPA: 2.8
Earned 80 credit's towards a Secondary Education degree.

2007 - 2010

SKILLS

- Detail oriented
- Works well alone and on a team