

Melissa C Wickberg

South Saint Paul, MN

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Work Experience

Customer Service/ Baker

Sweet Bebe Cakes - South Saint Paul, MN

December 2011 to Present

Worked half my time as manager and then stepped down to be the baker. I also helped customers directly, answered phone calls and performed bank drops.

Administrative Assistant/Receptionist

Altaquip - West Saint Paul, MN

February 2010 to February 2011

Provided customer service face to face and over the phone, created work orders and files for technicians. Performed office support duties such as filing, processing billing and payments, parts counting and taking inventory, shipping and receiving as well as tracking.

Customer Service Representative

Xcel Energy - Roseville, MN

March 2008 to January 2010

Received specialized training in electrical and gas emergencies recognized in the eight states governed by Xcel energy. Connecting to dispatch to get the proper help dispatched out for services. Customer service telephone calls, processed billing and payments as well as service transfers and start/stops. Data entry and 10 key daily.

Education

High school diploma in General

SSP High School - South Saint Paul, MN

1998