

Melissa Ann McCoy
15 Newberry Street
Greenville, SC 29617
864-252-5161

Objective

Seeking a position in which my skills and experience can best be utilized.

Highlights of Qualifications

- Ability to work well individually or in a team environment to achieve objectives while demonstrating leadership abilities.
- Experienced warehouse and shipping clerk, order puller and stocker, cashier, counter sales rep, customer service rep, and delivery driver.
- Resourceful, common sense approach to problem solving.
- Ability to meet deadlines and complete projects in a timely fashion.
- Articulate in verbal and written communication.
- Excellent organizational skills.
- Attention to detail and ability to multi-task.
- Energetic and highly motivated to learn.
- Ability to adapt to changes quickly.
- Hold honesty and integrity to the highest degree.

Experience

Jan 2019 to Sept 2019

Yokohama Industries

Customer Service Representative of Logistics

- Scheduled trucks for clients
- Printed pick tickets for material handlers
- Verified tickets against daily reports
- Checked and changed cums to match customer cums
- Disputed rdr and rmo discrepancies
- Ensured pallets and parts were correct
- Entered data and sent to clients
- Sent over EDI orders each morning and afternoon

July 2017 to Aug 2018

Rite Rug Flooring

Warehouse Lead

- Warehouse lead – keeping staff and warehouse organized
- Warehouse receiving
- Printed and pulled tickets
- Measured and cut material, loaded and unloaded trucks to proper location
- Entered measurements and locations into computer
- Picked and filled delivery orders
- Ensured customers and corporate office were in close contact regarding orders and changes
- Trained all new staff

March 2015 to January 2017

Sunex Tools

Warehouse & Shipping Clerk, Order Puller

- Printed pick tickets

- Pulled and packed orders
- Entered orders in the system prints bols

October 2012 to Jan 2013

Berry Plastics

Machine Operator

- Inspecting
- Machine operator

July 2006 to Dec 2006

Barnes Underground

Office Manager and Bookkeeper

- Managed day-to-day office functions such as scheduling appointments
- Handled all financials
- Collected payments
- Managed office supplies
- Handled faxing, copying, and filing

Mar 2002 to Sept 2005

McDonald's

Crew Trainer

- Trained crew on product and safety
- Trained crew on cash handling procedures
- Trained crew on proper customer service practices

May 1995 to Dec 1996

Advance Auto

Counter Sales/Cashier/Delivery Driver

- Rang up orders
- Collected payments
- Accounted for cash drawer
- Delivery driver

References

Available upon request.