

# ALISA MCCALEB

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## Professional Summary

Dedicated to offering exceptional assistance to team members and guests. Skilled at coordinating appointments, organizing inventory, and facilitating office communication. Positive and upbeat with strong relationship-building abilities.

## Skills

- Organization skills
- Inventory management
- Professional demeanor
- High efficiency
- Customer service
- Time management
- Personable and outgoing

## Education

**Media Arts and Design - Currently attending - 2024**

***James Madison University - Harrisonburg, VA***

**High School Diploma - 2020**

***Stone Bridge High School - Ashburn, VA***

## Work History

**Receptionist - February, 2019 to Present**

***Luxury Lashes, LLC - Ashburn, VA***

- Take cash and credit card payments from clients
- Answering and directing phone calls
- Schedule and confirm appointments
- Perform various duties such as organizing and restocking supplies
- Welcome visitors by greeting them in person or on the telephone; answering and referring inquiries
- Disinfect technician tools, clean front desk and break room, and take out trash at closing

**Cashier - February, 2018 to December, 2018**

***Marshalls - Leesburg, VA***

- Supported all customer needs with attentiveness and skilled assistance.
- Organized items on shelves and clothing on racks
- Processed credit cards, checks, gift cards and coupons
- Promoted sales and customer satisfaction by maintaining organized and tidy checkout areas.
- Responded to customers' complaints and took necessary actions to resolve their issues
- Processed a high volume of transactions efficiently and accurately