**MELODY MELLECKER**

2345 SE Yamhill Street

Portland, Oregon 97214

(971) 300-5182

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| **Objective** | To obtain a position with a well standing company that encourages promotion and education | |
| **Education** | 2005 Ashland High School Graduate  2007-08 Rogue Community College |  |
| **Skills** | Customer Service  Data Entry  Multiple Phone Lines | Cash Handling  Food Handling  Serve Alcohol |
| **Computer skills** | Internet research  Excel  Power Point  POS | Publisher  Microsoft Word  Typing 60 wpm |
| **Work Experience** | **9/12- 1/13** *Macy’s Inc., Portland Oregon*  (503) 281-4797  Supervisor: Troy Wriggelsworth  Duties:  **Shipping/Receiving:** Unloaded/unpacked boxes, ensured items were properly censored and placed in designated area. Packaged items according to Macy’s specifications then prepared them for shipping.  **5/08- 9/12** *Mucho Gusto*, Medford Oregon  (541) 245-9632  General Manager: Tatiana Olivas  Duties:  ***Supervisor/Cashier***: Maintained my own crew of employees, ensured adequate food preparation for the shift, nightly cleaning projects, handled money, customer service, served alcohol.  **6/08-8/08** *Urology Associates of Southern Oregon,* Medford Oregon  (541)772-6600  Supervisor: Nancy Fadling  Duties:  ***Receptionist/Medical Filer***: Answered phones, checked-in patients, scheduled patients, prepared charts, obtained test results and others necessary paperwork for patient visits. | |
| **Interests and activities** | Crew Team, Meals on Wheels, Rotary Club, Heart and Hope Ministry. | |
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