

**Calissa Pridgen**

(856) 316-5811 | [calissaconsuelo\\_jones@yahoo.com](mailto:calissaconsuelo_jones@yahoo.com) | 148 A Willow Turn | Mount Laurel, NJ 08054

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To Whom It May Concern:

As an highly energetic, motivated, and youthful individual with a hunger for life, working hard, and managing time, I have 10 years experience working in a professional environment including telecommuting from home. I have experience in Appointment Setting, Scheduling, Telemarketing, Lead generation, Sales in multiple fields, Recruiting, Customer Service, Administration and Office Administration, and Business Development. I am very experienced on Computers. From doing simple office tasks to operating multiple programs and search engines. I am constantly learning, reading, and attending training seminars and programs to strengthen my skills.

I am confident that my successful experience in multiple fields will allow me to be an asset to your company. I am willing to learn, work, and try at anything you put in front of me. If you agree that my skills and experience would benefit your operation, please call me at (856) 316-5811 or email [calissaconsuelo\\_jones@yahoo.com](mailto:calissaconsuelo_jones@yahoo.com) to arrange an interview. Thank you for your time, and I look forward to speaking with you.

Sincerely,

Calissa Pridgen

Enclosure: Resume

## Calissa Pridgen

148A Willow Turn, Mount Laurel,  
NJ 08054

[calissaconsuelo\\_jones@yahoo.com](mailto:calissaconsuelo_jones@yahoo.com)

Home: 856-316-5811  
Cell: 856-316-5811

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- **Profile:** Highly energetic, motivated, and youthful individual with a hunger for life, working hard, and managing time. Highly motivated in a fast paced environment. Willingness to learn new skills and improve upon the ones I have. Very social and active person who thrives on keeping busy. Typing speed of 55 WPM. Self-motivated, team player, and dependable.
  - **Objective:** To obtain a position that would enable me to contribute to the business's success through the utilization of my strong customer service skills and experience.
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### Areas of Expertise

Customer Service  
Complaint Handling & Resolution  
10 years experience working in a  
professional office  
environment

Vacation Sales  
Business Development  
Leadership Development

Team building & Training  
Recruiting  
Telemarketing and  
Appointment Scheduling

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### Professional Experience

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Beep Directed — Boston, MA (telecommute from home) 9/16 to current  
Event and Sales Campaign Calling Agent 9/15 to current

- do directed voicemail campaigns for meetings, market events, re-engage customers, etc
  - speak with receptionists, use direct lines and extensions, and navigate dial-by-name directories to reach the right business person's voicemail box.
  - helps B2B companies set more meetings and generate initial sales
  - data researching, web researching
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Financial Independence / Coastal Vacations — (telecommute from home) 1/08 to current  
Business Developer 1/08 to current

- marketing wholesale lifetime travel packages
  - develop markets to drive your product line into
  - specializes in up and coming market trends
  - develops, maintains, and manages all client relationships
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Spinnaker Resorts — Orlando, FL 4/08 to 5/08  
Vacation Sales, 04/08 to 05/08

- Sold vacation packages
  - Telemarketing and call center duties
  - Communicated with clients regarding sales
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Styles of the Times Salon — Orlando, FL  
Assistant Stylist 3/07 to 3/08

3/07 to 3/08

- Consult client's need for services
- Shampooing, coloring, and styling client's hair
- Stocked and replenished product's
- Scheduled appointments
- Organized salon

The Look Salon and Spa— Oviedo, FL  
Assistant Stylist 4/07 to 3/08

04/07 to 03/08

- Consult client's need for services
- Shampooing, coloring, and styling client's hair
- Stocked and replenished product's
- Scheduled appointments
- Organized salon

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Snips Hair Salon — Mount Laurel, NJ  
Assistant Stylist 4/03 to 1/07

4/03 to 1/07

- Consult client's need for services
- Shampooing, coloring, and styling client's hair
- Stocked and replenished product's
- Scheduled appointments
- Organized salon

Rite Aid Pharmacy — Pennsgrove, NJ  
Counter Clerk/Cashier, 2/02 to 3/03

2/02 to 3/03

- Cashiered, including cash distribution and balancing registers
- Stocked inventory
- Worked in photo department developing film
- Worked in a fast paced environment

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Gullos Hair Salon — Mount Laurel, NJ  
Assistant Stylist 7/01 to 1/02

7/01 to 1/02

- Consult client's need for services
  - Shampooing, coloring, and styling client's hair
  - Stocked and replenished product's
  - Scheduled appointments
  - Organized salon
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The Reporter Newspaper— Lansdale, PA  
Newspaper Sales, 1/99 to 6/01

1/99 to 6/01

- Newspaper subscription sales
- Telemarketing and call center duties
- Communicated with client's regarding sales

Prime Building Corporation — Philadelphia, PA  
Office Clerk, 2/98 to 1/99

2/98 to 1/99

- Answering phone calls
  - Greeting clients
  - Setting up appointments
  - Call customers and clients for appointments and balances
  - Invoicing
  - Accounting
  - Organizing documents
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### **Education and Training**

Lenape Regional High School— Medford, NJ  
Calvary Baptist School— Lansdale, PA 05/00 to 6/01  
Earned High School Diploma  
Salem County Vocational Technical School— Salem, NJ  
Cosmetology  
Army National Guard veteran— PA

9/98 to 5/00