

# **Melech Wersing**

**Permanent Address:**

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053-221-5796

**EDUCATION:**

**The University of Georgia**, School of Public and International Affairs  
*Bachelor of Arts in International Affairs; Minor in Music*

Athens, Georgia  
May, 2011

**Shor Yeshuv Institute**, Yeshiva

*Attended for reasons of personal growth and development*

Lawrence, New York  
January 2013-June 2016

**PRODUCTION UNBOUND: UNITED STATES**

October 2016-Present

*Business Manager*

- Managed E-Commerce business overseeing two employees
- Sold a large variety of products online via channels such as Amazon and eBay
- Conducted major functions of the company such as:
  - researching new inventory for acquisition
  - purchasing
  - constructing outgoing shipments to fulfillment centers
  - liaison for suppliers as well as customers and e-commerce channels such as Amazon and eBay

**S70. INCORPORATED: LAWRENCE, NEW YORK**

August 2013-May 2015

*Customer Service Manager*

- Analyzed customer investments and developed individualized portfolio plans
- Purchased rare high-end collectible items
- Provided Customer service to upscale clients
- Managed Logistics and distribution of inventory
- Prepared and managed reports tracking inventory and sales
- Conducted presentations and seminars to prospective customers as well as established clients

**Ness Paper: Miami, Florida**

July 2011-August 2012

*Operations Manager*

- Coordinated company operations throughout South Florida
- Responsible for incoming goods and distribution to customers
- Communicated with customers, drivers, and warehouse to ensure precision performance
- Prepared reports on efficiency, inventory, and customer satisfaction

**Special Skills:**

- English mother tongue. Limited working proficiency in Hebrew
- Able to accurately type 70+ words per minute
- Experienced in customer service, strategy, planning, and organization.
- Proficient in Microsoft Word and Excel.
- History of community organizing and communications