

Melissa Caulder

Greenville, SC

melissacaulder12@gmail.com - 864-525-9529

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Service Representative

Alorica - Simpsonville, SC - March 2015 to Present

Responsibilities

Troubleshooting.

Customer service.

Administrative.

Ticket Creation .

Data Entry.

Documentation.

B 2 B Representative

Skills Used

Telephone Avaya

Computer Microsoft Office

Outlook

Customer service

Store Manager/Sales Manager

Spirit Halloween - Greenville, SC - 2010 to November 2014

Responsibilities

Manage store.

Payroll.

Inventory.

Hire/train staff.

Sales.

Merchandising.

Scheduling.

Key holder.

Marketing.

Server

Landmark Diner - Greer, SC - February 2010 to October 2014

Responsibilities

Serve customers.

Take orders.

Operate register.

Clean

Telemarketer

Dial America - Greenville, SC - March 2013 to January 2014

Responsibilities

Take inbound calls and make outbound calls.

Sales.

Documentation.

Marketing.

Administrative.

Data Entry.

PCA Personal Care Assistant

Bryants Family Home Care - Maxton, NC - October 2008 to December 2010

Responsibilities

Take care of patients inside their home

EDUCATION

Dental Assistant

Tri County Tech - Pendleton, SC

2014 to 2015

GED

Marlboro Adult Ed - Bennettsville, SC

2002 to 2002

SKILLS

Microsoft (6 years)

ADDITIONAL INFORMATION

Member of Future Business Leaders of America