

**Corey Melita**  
**East Hampton, CT**  
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**203-893-9741**

Store management experience including scheduling, opening closing procedures, creating orders for store stock/inventory. Experienced with building, troubleshooting and repairing desktop systems, optimizing systems, and installing operating systems, memory and software applications, including antivirus software. 12 years of customer service including multiple awards for outstanding customer service. Warehouse experience, shipping, receiving, pallet jack, packing, and picking. Call center experience, data entry, handling confidential mail, mail- room procedures. Customer account maintenance, Credit Card updates, address changes, order placement. Software: Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook), Avid Pro Tools, Ableton Live  
Languages: HTML, JavaScript (light), Java (light) Operating System: Microsoft Windows

## **EDUCATION**

Housatonic Community College - Bridgeport, CT 2015  
Bachelor of Arts in Music University of Bridgeport - Bridgeport, CT 2011

## **SKILLS**

Warehouse Associate, Shipping Receiving, Order Puller, Picker Packer, microsoft office (10+ years), mail room (3 years), Data Entry (5 years), Customer Service (10+ years), Fast Food, Call Center, Food Service

## **WORK EXPERIENCE**

**Customer Service, Data Entry, Warehouse**  
**Aerotek - Old Lyme, CT**  
**April 2017 to Present**

1Call center experience, data entry, handling confidential mail, mail-room procedures. Customer account maintenance, Credit Card updates, address changes, order placement. Software: Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook), Avid Pro Tools, Ableton Live  
Languages: HTML, JavaScript (light), Java (light) Operating System: Microsoft Windows

**Store Manager**  
**Subway - Bridgeport, CT**  
**October 2014 to March 2017**

**Store Manager**  
**Main Street Grocery & Deli**  
**Derby, CT**  
**March 2013 to June 2014**  
Call Center/Customer Service Representative

**StaffWorks, Inc**  
**Seymour, CT**  
**January 2011 to January 2013**