

Phelopateer Mehanny

East Brunswick, NJ | 732-822-6134 | mehannyphelopateer@gmail.com | [Linkedin](#)

EDUCATION

Rutgers University

Civil Engineering

New Brunswick, NJ

Graduation Date: May 2025

East Brunswick High School

High School Diploma

East Brunswick, NJ

Graduation Date: Jun 2021

WORK EXPERIENCE

ACME MARKETS

Sales Associate

East Brunswick, NJ

Feb 2022 - May 2022

- Identifying customers' needs and recommending products that meet their needs
- Assisting customers in finding the items they are looking for
- Demonstrating the features and benefits of products to customers
- Answering customer questions about products, prices, and store policies
- Processing transactions using a cash register or point-of-sale system
- Restocking merchandise and organizing displays as needed

PARTHENIA TRANSPORTATIONS LLP

Transit Driver

East Brunswick, NJ

May 2022 - Sep 2022

- Responsible for picking up and dropping off passengers at designated stops
- Made sure to keep to my schedule and arrived on time at each stop
- Helped passengers with any questions they had about the system.

GARMA GUARD

Order Processing Manager

Boundbrook, NJ

Oct 2019 - Mar 2022

- Received and reviewed customer orders for accuracy and completeness
- Entered orders into the order processing system and ensured timely processing
- Coordinated with other departments, including production and shipping, to ensure the timely fulfillment of orders
- Monitored order status and proactively communicate with customers regarding delays or other issues
- Resolved order-related issues and escalate as needed to ensure customer satisfaction
- Maintained accurate records of orders and order status in the order processing system
- Generated reports on order processing metrics to identify areas for improvement
- Provided training and support to other staff members as needed

LEADERSHIP EXPERIENCE

SAINT MARY COPTIC ORTHODOX CHURCH

Youth Volunteer

East Brunswick, NJ

Oct 2022 - Present

- I attend weekly youth meetings at St Mary's church as a youth teacher for 2nd grade
- I prepare and give lessons to the children, and organize trips and retreats throughout the year
- I participate in community service in my church which includes preparing food and distributing it to the homeless, and volunteering for tutoring programs for kids of various ages.

SKILLS & INTERESTS

Skills: Microsoft Office (Excel, Word, PowerPoint), AutoCadd (Cadd Software), Communication, Computer Skills, Order Fulfillment, Matlab, Shopify, Full command in Arabic and English

Interests: Volunteer Work, Sports and Fitness, Art and Design

ACTIVITIES

Orthodox Christain Campus Ministries (2021-Present)