

Melanie Arakelians

Glendale, CA 91208

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(818)422-6940

Authorized to work in the US for any employer

Work Experience

Manager on Duty

DFD Alliance at Campbell Hall school student store - Studio City, CA

January 2015 to March 2020

01/15/2015-03/15/2020

Started from cashiering and serving food to 300 middle school and high school students, worked both opening and closing shifts. After 2 years being trustworthy employee became the Office manager for Campbell hall school's student store and 2 other locations taking care of the

- Journal entry in Microsoft excel sheets and quick books
- Data entry
- Filing
- Taking care of account payables
- Money handling
- Reconciliation

After 1 year I've got promoted to be location manager at Campbell hall school and I was in charge of

- Weekly orders (working with 9 different vendors)
- Inventory
- Interviewing, hiring and training
- Scheduling
- Money handling
- Weekly deposits
- Bookkeeping (spreadsheets and QuickBooks)
- Journal entry
- Filing
- Taking care of accounts payables
- Depositing checks students accounts through FSS
- Catering orders
- Working with 15 or more group of people.

Receptionist

New Look Skin Center - Glendale, CA

April 2015 to July 2015

Worked in the call center answering phone calls and making appointments for clients. Also conforming the exciting appointments twice daily. Sometime they would move me to the front and I would greets the clients and direct them to where and how to check in while taking care of phone calls.

Sales Associate

Michaels - Glendale, CA

October 2014 to January 2015

Sales floor

Worked on the floor and in charge of organizing some of the aisles while helping the costumer in the meantime. Also organizing all of the items that they were returns and making sure that store is organized before closing.

Education

High school diploma in Accounting and business management

Los Angeles Valley College

2018 to Present

Skills

- Multi lingual- fluent in English, Armenian and Farsi verbally and in writing
- Knowledge of Microsoft, MS-Suite, internet, e-mail Proficient in Microsoft Excel
- Knowledge of Basic Accounting
- Detail oriented
- Organized
- Outgoing and hard worker
- Friendly and social
- High customer service skills
- Problem solver

Links

<http://www.linkedin.com/in/melanie-arakelian-54184a162>