

**Joselynn Meedel**  
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**Objective**

Seeking a full-time position that will utilize and expand my skills in; customer service/communication, product management, operations, personal development, and/or purchasing and buying.

**SKILLS**

<ul style="list-style-type: none"><li>➤ Self-Motivated – Learn and Adapt Quickly</li><li>➤ Inbound/Outbound Call Center Exp.</li><li>➤ MS Word, Outlook</li></ul>	<ul style="list-style-type: none"><li>➤ Innovative/Creative Problem Solving.</li><li>➤ Quality Conscious</li><li>➤ Cashier/ Inventory Exp.</li></ul>
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**EXPERIENCE**

<b>B&amp;W Market</b> <b>Customer Service/Stock</b> <ul style="list-style-type: none"><li>• Operating cash register , make constant security drops, inventory management, pricing.</li><li>• Provide exceptional customer service by communicating product lines, features, and benefits.</li><li>• Communicate with vendors to ensure adequate inventory to proactively compete with competitors.</li><li>• Stock Incoming shipments and create displays to effectively advertise \merchandise.</li></ul>	<b>April 2011 – August 2013</b> <b>Sacramento, CA</b>
<b>AT&amp;T Yellow Pages/Directory Distributing Associate</b> <b>Administrative Assistant/Call Center</b> <ul style="list-style-type: none"><li>• Conduct inbound and outbound calls confirming product delivery and carrier appointments/trouble-shoot.</li><li>• Educate carrier on delivery procedure and contract terms and conditions, and answer product questions.</li><li>• Schedule follow-up calls for customers who do not have their product during the delivery project/ re-deliver</li><li>• Recommend and promote The Real Yellow pages services.</li></ul>	<b>July 2010 – April 2011</b> <b>Through-out, CA</b>
<b>Yosemite Lodge at the Falls/ Village Store</b> <b>Room Attendant/ Stock</b> <ul style="list-style-type: none"><li>• Receive, Count, Price, and Re-Stock the inventory as well as input/output material by expiration date</li><li>• Locate merchandise in store for customers, check back-stock for sizes, colors ext.</li><li>• Professionally answer requests and complete cleaning of assigned guest rooms daily.</li><li>• Restock cart at end of shift and organize linens closet to prepare for next day use.</li></ul>	<b>June 2009 – March 2010</b> <b>Yosemite National Park, CA</b>

**EDUCATION**

<b>Sacramento City College, Sacramento, CA</b> <b>Montgomery High School, Santa Rosa, CA</b>	<b>ECE 2009 – 2010</b> <b>Graduated 2009</b>
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