

**Joselynn Meedel**  
**(916) 307-3123** [livelydirect@live.com](mailto:livelydirect@live.com)

**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**

- Self-Motivated – Learn and Adapt Quickly
- Inbound/Outbound Call Center Exp.
- MS Word, Outlook
- Innovative/Creative Problem Solving.
- Quality Conscious
- Cashier/ Inventory Exp.

**EXPERIENCE**

**B&W Market**

**Customer Service/Stock**

**April 2011 – August 2013**

**Sacramento, CA**

- Operating cash register , make constant security drops, inventory management, pricing.
- Provide exceptional customer service by communicating product lines, features, and benefits.
- Communicate with vendors to ensure adequate inventory to proactively compete with competitors.
- Stock Incoming shipments and create displays to effectively advertise merchandise.

**AT&T Yellow Pages/Directory Distributing Associate**

**Administrative Assistant/Call Center**

**July 2010 – April 2011**

**Through-out, CA**

- Conduct inbound and outbound calls confirming product delivery and carrier appointments/trouble-shoot.
- Educate carrier on delivery procedure and contract terms and conditions, and answer product questions.
- Schedule follow-up calls for customers who do not have their product during the delivery project/ re-deliver
- Recommend and promote The Real Yellow pages services.

**Yosemite Lodge at the Falls/ Village Store**

**Room Attendant/ Stock**

**June 2009 – March 2010**

**Yosemite National Park, CA**

- Receive, Count, Price, and Re-Stock the inventory as well as input/output material by expiration date
- Locate merchandise in store for customers, check back-stock for sizes, colors ext.
- Professionally answer requests and complete cleaning of assigned guest rooms daily.
- Restock cart at end of shift and organize linens closet to prepare for next day use.

**EDUCATION**

**Sacramento City College, Sacramento, CA**  
**Montgomery High School, Santa Rosa, CA**

**ECE 2009 – 2010**  
**Graduated 2009**