

Melanie Allen

P.O. Box 18593 ♦ Oakland, CA 94619 ♦ (510) 326-6552
melanie.allen11@yahoo.com

OBJECTIVE

To Obtain Employment in the Food Industry

EDUCATION

Peralta Community Colleges
CSU- San Francisco
High School Diploma

QUALIFICATIONS

- Ability to handle multiple assignments in highly pressured situations
- Ability to work independently
- Hard-working and dependable
- Team Player
- Excellent Customer Service Skills

EXPERIENCE

Oct 2001- July 2009	CitiMortgage / Citibank - Mortgage Lending Department Oakland Metro / Contra Costa Area's Sales Assistant, Administrative Assistant	Alameda, CA
March 1992 - Oct 2001	Citibank - Financial Center Customer Service Representative	Alameda, CA
Feb 1991 - March 1992	CitiPhone - 24 Hour Customer Service Telephone Customer Service Representative	Walnut Creek, CA
March 1990 - Feb 1991	Citibank - ATM Unit Processed ATM Branch work nightly. Unit Lead – Balance ATM Area GL's	Oakland, CA
Sept 1988 - June 1990	Citibank – Financial Center Customer Service Representative	Alameda, CA
July 1987- Sept 1988	Citibank - Data Center Item Processor, Exceptions Processor	Walnut Creek, CA

COMPUTER SKILLS

Microsoft Office - Word, Excel, PowerPoint, Outlook E-Mail

References

Upon Request