

Melissa D Bordeaux

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Objective

- I am looking for a position where I can move up in the company, use my customer service skills and outgoing personality.

Education

HIGH SCHOOL DIPLOMA | 2007 | SYLMAR HIGH SCHOOL

Experience

BUSINESS DEVELOPMENT | THE CAR CHAMPS | 04/1/2015-10/1/2015

Network between businesses to bring in potential customers.

Worked one on one with collections department, upper management, and service department when disgruntled customers came in/called in regards to their vehicle.

Set appointments and kept track of the steady flow of customers that came through the dealership.

Font Desk | golds gym | 9/4/14-12/30/14

Handle incoming calls

Greet everyone who comes in the front door

Check in members and verify membership

Register guests and collect guest fees

Register prospects and channel them to the membership department

Cocktail Waitress | Hiccups Bar and Grill | 7/1/12-12/30/14

Provide fast efficient service while working in a fun fast passed environment, with a smile.

Cleaning duties at opening and closing time.

Front Desk | 24 Hour Fitness | 5/1/09-9/30/11

Greet everyone who comes in the front door

Check in members and verify membership

Register guests and collect guest fees

Register prospects and channel them to the membership department

Cleaning duties at opening and closing time.

Sales/ Bed cleaner | At The Beach | 10/1/07-11/30/09

Greet customers and inform them with knowledge on lotions and how are tanning beds work.

Stress to the customer how important lotion is to have when tanning, maintain clean beds and environment.