

MEGAN WHITE
1857 TROTTER TRAIL
NORCO, CALIFORNIA, 92860
909-362-9103 –
MWHITE8920@YAHOO.COM

CAREER OBJECTIVE

To obtain a position as a front desk receptionist in the building industry where I can maximize my organizational and communication skills in a challenging environment, thus achieving a high degree of work efficiency.

Professional Experience

ALPHA FINANCIAL CONSULTING, Corona, CA

Dialer, July 2016 – Present

Obtain information on clients and perform data entry. As well as continuous phone contact with the management and our clients.

POLLYS PIES, NORCO, CA

Server, Oct 2010 – July 2016

Provided excellent customer service to all patrons. Obtained patrons food orders and served food and/or beverages to patrons in a timely manner.

Safety Coordinator, Responsible for informing all team members' safety requirements and information. Training on how to stay safe in case of any natural disaster or robberies. Attended safety meetings to broaden my knowledge regarding safety precautions and how to implement.

PACIFIC SUNWEAR, CORONA, CA

Assistant manager, Oct 2005 – Aug 2009

Provided customer service to consumers, by greeting and assisting customers, also responsible for responding to customer inquiries and complaints. Managed a team of 16 while producing schedules, files and maintaining a productive work environment. Responsible for reorder and Inventory of stock on a daily basis, hiring sales associates, training, and evaluating personnel on sales and marketing requirements, promoting or firing associates when necessary. Performed daily activities such as cleaning, organizing shelves and display windows in order to enhance sales and productivity.

CORONA NAVAL BASE, CORONA, CA
Receptionist, June 2004 – September 2004

Provided word processing and clerical support to the office and administrative services to the Office Manager, as well as answered all incoming calls and handled caller's inquiries.

Education

NORCO HIGH SCHOOL, NORCO, CA

RIVERSIDE COMMUNITY COLLEGE, NORCO, CA

GEORGE FOX UNIVERSITY, NEWBERG, OR

CAREER SUMMARY

Dependable, dynamic and results driven customer service and administrative professional with progressive experience in retail and customer service industries. Strong communication and team oriented skill set coupled with exceptional motivational qualities create a unique combination of interpersonal, creative and analytical abilities.

COMPUTER SKILLS

Microsoft Office Word Excel PowerPoint Simplicity

REFERENCES AVAILABLE UPON REQUEST