

EMPLOYMENT HISTORY

08/2014 - Present **Machine Operator/forklift** **Kelly Services**

- Experienced at analyzing clients' financial needs and helping them achieve goals through sound financial management.
- Problem solving of simple machine technical issues
- Record keeping of good and bad parts
- Team lead
- Training new employees
- Operation of Die cutter machine

03/2004 - 07/2008 **Customer Service Representative** **Divinity Healthcare**

- Proficient in designing technological solutions to solve business problems. Deep understanding of server products, performance analysis, capacity planning, and security.

12/2003 - 09/2007 **Customer Service Advisor** **Time Warner Cable**

- Administrative Assistant with 3+ years of experience handling confidential tasks and performing routine work effectively.
- Proven management and teamwork skills. Supervised and trained 2 clerks and 6 interns. A self-motivated and organized professional with over 10 years' experience providing thorough and skillful support to department managers.
- Switchboard, audits, employee counseling, inventory,

05/2001 - 05/2004 **Mail Sorter** **Rocky Mount Post Office**

- Transportation of mail from one facility to the next
- Mail sorting
- Answer switchboard, directing calls to the appropriate people
- Use of mail cart
- Pallet jack
- Track and trace packages
- Shipping and receiving
- Forklift, pallet jack

EDUCATION HISTORY

05/2012

Northwestern State University of
Louisiana

Business and
Personal/Financial
Services Marketing
Operations, Business
Administration

Majoring in Finance and minoring in Mathematics. Passed CFA Level I.

LANGUAGES

Spanish

Basic

French

Fluent

French

Fluent

VOLUNTEER & CLUB

- Organized the company picnic last year with four-figure budget and team of ten. Volunteered at the annual blood drive event hosted by the American Red Cross (2011-2015) Vice-President of local chapter of the League of Women Voters

Po Box 759, Middlesex, North
Carolina 27557

CHANELLE MCCOY

(919) 223-2163
mschanelle30@gmail.com

References