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| 3316 Caraway Commons Drive Apt F8, Jonesboro, AR 72404 •(870)882-6368•charisse.malone@smail.astate.edu | | | |
| Charisse Malone | | | |
| Objective | | | |
| I am seeking a full time/part time, entry level position with an employer that offers stability and the opportunity to grow and succeed within the company. | | | |
| Experience | | | |
| April 2011-July 2011 | | Professional Credit Management | Jonesboro, AR |
| Billing  * Assisted debtors in taking payments on their accounts * Notified debtors of broken arrangements * Updated and reviewed existing accounts in billing | | | |
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| June 2008-February 2010 | | Startek | Jonesboro, AR |
| Customer Service Agent/Coach/Red Hat  * Assisted customers who called in about their accounts/phones * Trained agents on taking calls * Assisted agents when on calls | | | |
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| September 2006-October 2007 | | Kohl’s | Jonesboro, AR |
| POS/Customer Service/Sales Associate  * Assisted customers on the sales floor * Assisted customers with returns and exchanges * Checked out the customers and made sure it was fast, efficient, and pleasant | | | |
|  | | | |
| October 2005-November 2006 | | Chuck E. Cheese | Jonesboro, AR |
| Hostess/Cashier/Kitchen  * Hosted Parties/ Greeted guested as they arrived * Took care of customer’s orders * Assisted in the kitchen when needed | | | |
| Education | | | |
| July 2004-May 2011 | Arkansas State University | | State University, AR |
| Bachelor’s Degree in Interdisciplinary Studies  * Areas of focus are education, social work and health | | | |
| References | | | |
| References are available on request. | | | |