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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
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| 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
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| 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
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| References |
| References are available on request. |