

Melissa Arney

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Education

Vernon High School, Vernon, AL – Certificate of Completion (2007)

Professional Summary

Dedicated customer service professional with experience in caregiving, food service, housekeeping, floor maintenance, scheduling, record keeping, and healthcare support. Seeking a remote customer service, administrative support, scheduling, chat support, or healthcare support position.

Core Skills

Customer Service • Data Entry • Appointment Scheduling • Administrative Support • Communication • Microsoft Word • Google Docs • Teamwork • Time Management • Documentation

Work Experience

Backline Cook / Hostess – Jack's Restaurant (2006–2008)

Prepared food, maintained sanitation, assisted as hostess, unloaded trucks, stocked inventory, kept kitchen organized, and worked in a fast-paced team environment.

Neighbor Caregiver / Companion (Volunteer) (2007–2011)

Assisted an elderly neighbor with daily tasks, companionship, and household chores.

Private Caregiver (Volunteer) (2008)

Answered phones, prepared meals, assisted with bathing and personal care, medication reminders, and housekeeping.

Dietary Aide – Generations of Vernon (2009–2010)

Prepared and served meals, delivered trays, operated dishwashing equipment, and maintained food safety standards.

Housekeeper / Floor Technician – Felder Services (2010–2012)

Cleaned resident areas, operated floor machines, interacted with residents, escorted residents in wheelchairs to activities, unloaded deliveries, stocked supplies, and followed infection-control procedures.

Family Caregiver & Household Manager (2012–Present)

Coordinated appointments, communicated with healthcare providers, schools, and agencies, and managed household records.