



Melanie Ashe

Professional Summary

Agile and adaptable staff leader with stellar work history, motivational approach and upbeat nature. Skilled at training employees and leveraging organized approaches to handle daily planning, scheduling and customer service requirements. Forward-thinking and industrious with diplomatic communication style focused on maximizing engagement and satisfaction.

Work History

Davis Timber Co. Inc. - Driver

Bladenboro, NC

07/2018 - Current

- Kept detailed mileage and fuel reports to track overall fuel costs.
- Minimized liability by consistently following road rules when driving.
- Updated logs and tracking documents accurately and according to schedule requirements.
- Answered, scheduled, and responded to reservation calls at specific times and locations.

Agri Supply Company - Sales Associate

Lumberton, NC

07/2016 - 06/2018

- Answered customer questions about sizing, accessories, and merchandise care.
- Provided positive first impressions to welcome existing, new, and potential customers.
- Engaged with customers to build rapport and loyalty.
- Solved customer challenges by offering relevant products and services.
- Accurately processed POS transactions, returning coin, currency, payment cards, and receipts to customers.
- Assessed customer needs and utilized suggestive selling techniques to drive sales.

Tractor Supply Company - Assistant Manager

Elizabethtown, NC

03/2009 - 06/2016

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📍 Bladenboro, NC 28320

Skills

- Business Administration
- Customer Relations
- Financial Management
- Business Development Understanding
- Customer Relationship Management
- Time Management
- Cost Control
- Strategic Planning
- Orientating and Training
- Customer Service and Satisfaction

Education

06/2010

Mount Olive College

Wilmington, NC

Bachelor of Science: Business Management
And Organizational Behavior

06/2008

Bladen Community College

Dublin NC

Basic Management/Office Skills/College
Transfer: Management And Operations

12/2023

Independent Insurance Agents of North Carolina

Cary, NC

NC Certificate of Adjusters: P&C Adjuster

- Supervised day-to-day operations to meet performance, quality and service expectations.
- Offered hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences.
- Mentored team members to enhance professional development and accountability in workplace.
- Helped with planning schedules and delegating assignments to meet coverage and service demands.
- Created employee schedules to align coverage with forecasted demands.
- Developed strategy to increase sales and drive profits.
- Reviewed sales and gross profit report to assess company efficiency.
- Made hiring recommendations to increase company's productivity and profitability with quality workers.
- Monitored security to protect employees, customers and property.