

Miranda C Montgomery
519 W King Street
Philadelphia, PA 19144
Primary (662) 372.2587
Alt. (601) 292.9234
mirmont07@yahoo.com

Miranda C Montgomery

Relocated to the Philadelphia area recently.

I am currently looking for positions in the clerical, retail sales, mailroom, hospitality, office and reception fields. I have over 15 years of customer service, sales lead and management experience.

EXPERIENCE

- **Benefits Consultant**
Ameriplan Healthcare - Texas
March 2018 to Present
Benefits Consultant, responsible for offering benefits packages to members through our discounted health plans
- **Sales Manager**
Bri Luvs Bags - Tupelo, MS
March 2016 to Present
Responsible for assisting the co-owner with social media engagement, marketing, promotions and online events; also involved in offline events, marketing, promotions and sales. Customer service and selling are crucial parts of my position
- **Sales Lead**
The Limited - Hoover, AL
April 2014 to December 2015
Merchandising, pos transactions, stock, new credit accounts
- **Housekeeper/Room Attendant-training**
Hampton Inn & Suites - Tupelo, MS
May 2011 to January 2014
Responsible for stocking & maintaining supply cart
Guest services, cleaning, replenish linens, beverages, and customer service

- Assistant Manager
Factory Connection - Pontotoc, MS
July 2009 to February 2011
Responsible for opening/closing store (deposits/cash handling) assisting customers, merchandising, stock and sales floor maintenance
Also responsible for operating the store when the manager was off
- Sales Associate
Dress Barn - Tupelo, MS
June 2008 to January 2009
Assisting customers, new credit card accounts, merchandising, opening/closing store and stock.
Maintaining sales floor and tagging and steaming merchandise
- Sales Lead Associate
JCPenney - Tupelo, MS
November 2002 to January 2008
Responsible for customer service, merchandising, stock, pos transactions, floor maintenance, new credit accounts, training and fitting room attendant
- Food Service/Dietary
North Mississippi Medical Center - Tupelo, MS
September 1994 to March 2002
Prep and serve meals to patients, assist dietary staff with meal plans and maintain/stock meal prep area
- Data Entry Operator
Cook County Circuit Court - Chicago, IL
February 1987 to January 1994
Data Entry input and file clerk

EDUCATION

- Art/Illustration
Columbia College Chicago - Chicago, IL
1986 to 1987
- Hyde Park High School(Junior-Senior year) - Chicago, IL
1982 to 1986

SKILLS

Light typing

Merchandising

Copier	Basic Computer
Data Entry	Customer Service
Cashier	Collections
Receptionist	Loans Clerk
Direct Sales	Retail Sales
Management	

CERTIFICATIONS/LICENSES

- Women's Self Employment Program
Course taken to learn business ownership, management and business skills
- Primerica Life Insurance Company
Certificate of Completion for Alabama Life Insurance Course

REFERENCES

Cheryl Woods	Marie Smith	Timothy Green
(662) 255.6293	(662) 681.6740	(980) 428.0081