

MICHELLE PENRY

CONTACT INFO

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EXPERIENCE

OFFICE ASSISTANT, Meritus Signature Homes

November 2024 – current

My responsibilities here were to help the sales and accounting departments with daily tasks. As well as handling everything regarding daily operations of the office.

INTERN, Meritus Signature Homes

May 2024 – August 2024

My responsibilities here were to help the sales and accounting departments with daily tasks. This would involve QuickBooks and applying for certain permits for different clients.

SERVER, Longhorn Steak House

March 2022 – May 2024

Here I was tasked to ensure that orders went to the correct place. I also processed payment from these tables and ensured the correct amount of money was given to the restaurant at the end of the night.

EDUCATION

BA IN LANGUAGE AND INTERNATIONAL BUSINESS

Clemson University
Aug 2021 – May 2025

SKILLS

- Communication
- Microsoft Office
- De-escalation
- Cash Handling