

Amanda Jones

Shakopee, MN 55379

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Professional Customer Service, Warehouse and any other business experienced in committed to excellence through positive and customer satisfaction..

Authorized to work in the US for any employer

WORK EXPERIENCE

customer service

Heartland America - Chaska, MN - February 2015 to Present

Responsibilities

I was responsible for taking people order placing them and making sure they went through

Accomplishments

making sure that the customer will satisfy

Skills Used

communication skills listening skills typing skills

shutterfly

machine operator - Shakopee, MN - June 2014 to October 2014

Responsibilities

Made medica paper.

Photograph scrapbook

Shipping begging book

Data computer/clean

Accomplishments

I'm learning how to operate machine I learn shipping books in putting the book in the bag. I learn data computers putting information on file.

Skills Used

computer skills machine operator skills shipping skills

Chipotle

cash register - Shakopee, MN - February 2014 to October 2014

Responsibilities

Dice fresh food

Roll Burrito/clean

Inventory.

Customer service

Accomplishments

learning new things learning how to dice food correctly learn how to communicate with people.

Skills Used

Dicing food. Inventory

Imagine Print Solutions

Shipping assistant - Shakopee, MN - December 2013 to May 2014

Responsibilities

Assists shipping operations to ensure product is accurately and safely prepared for shipment. Stocks skids and skids tops. Putting the item in the box and labeling box.

Accomplishments

I was motivate myself to do better and learning new things.

Skills Used

Working together. communication

Marriot Hotel

Banquet Setup - Madison, WI - May 2012 to November 2012

- Setup for parties and banquets
- Setup for formal dinners
- Clean and organize the dining area

Legendary Baking

Production - Chaska, MN - January 2012 to April 2012

- Manufacturing setting, Made pies cookies and strudels from scratch
- Worked with ovens and heavy equipment
- Packaging, loading and unloading
- Freezer supervisor

Winona Complete Detail

Receptionist - Winona, MN - February 2011 to January 2012

- Responsible for answering phones and filing paperwork daily
- Interact with customers and complete transactions
- Complete transactions after the job has been completed
- Responsible for keeping inventory
- Keep records of inventory incoming/outgoing
- Keep items in stock daily

The Favor Café

Manager - Minneapolis, MN - May 2007 to December 2011

- Responsible for maintaining all of the daily tasks
- Responsible for assigning tasks, doing scheduling
- Make sure that every area is operating correctly to ensure quick service
- Responsible for maintaining the cleanliness and customer service
- Make sure that the café is presentable
- Be sure that all customers are satisfied
- Supervise a team of employees for any given shift
- Make sure all employees are completing their assigned tasks
- Make sure that everyone is working productively

Arizona Grill

Dishwasher - Shakopee, MN - January 2006 to April 2007

- Responsible for all dishwashing tasks to be done daily
- Keep the back area of the kitchen clean and organized
- Responsible for multiple cleaning duties in downtime

EDUCATION

CNA

Hennepin Tech College - Eden Prairie, MN

2011 to 2011

diploma

Shakopee High School - Shakopee, MN

2004 to 2008

SKILLS

- Organizational Skills• Interpersonal Skills• Communication Skills•Technical •Customer Service~OSHA 30~Machine Operator~Microsoft Windows/Excel and Power Point~ Scanning Data Entry Inventory Control