

Ah Moua

Office Administration

Lino Lakes, MN 55014

ah.moua@outlook.com

(651) 354-9419

Work Experience

Nanny

The Moua Family - Lino Lakes, MN

March 2018 to Present

Provided infant with nurturing love and security; prepared formula and smoothies by following parents' instructions appropriately; encouraged social interaction and taught infant to be friendly and expressive; and lead educational activities, such as reading, counting, and colors.

Cake Decorator

Buttercream Wedding Cakes - Saint Paul, MN

May 2017 to February 2018

Knowledge of bakery ingredients, cake flavors, decorating tools, and food processors; prepare, decorate, and package all varieties of cakes and cake products efficiently; and develop and maintain strong professional relationships with team members and production staff.

Sales Associate

RadioShack - Saint Paul, MN

July 2013 to August 2014

Opened and closed store, which included counting \$200 in cash drawer and making \$500 in bank deposits; educated customers on products and service offerings; helped customers select products that best meet their personal needs; and exceeded personal sales goals.

Education

Business Communications

Minneapolis Business College - Roseville, MN

November 2018

Skills

MICROSOFT EXCEL, MICROSOFT OUTLOOK, MICROSOFT POWERPOINT, Nanny

Awards

Most Improved Typing

April 2018

Additional Information

SKILLS / SOFTWARE

Keyboarding (50 WPM)

Microsoft Access

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Word

Bilingual: Hmong