

Amanda Lane

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Work Experience

Silva Trucking

July 2018 to August 2019

Supervisor: Pete Silva

- Receive emails from suppliers to track incoming and outgoing piping products and accessories
- Recieve hour logs from employees and subsequently paying said employees
- Deligated shifts to employees on various locations and drop offs
- Provided courier services for the man in charge, delivering him necessities as well as taking care of all office requirements
- Filed and logged all company expenses as well as profit margins and general money
- Provided over the phone assistance to a multitude of clients to accurately serve their needs

Walmart Distribution Center, CAP 1 & 2. 06/2017 - 01/2018

Supervisor: David Roan

- Unloaded incoming products from other stores then proceeded to load the contents of the truck onto the shelves and warehouse stock
- Assisted in customer needs throughout the day
- Moved into CAP 1 and stocked produce items on the shelves and stayed "on the floor"

Outside the office

As a mother of 2 children my life is constantly boots on the ground, whether it's driving to and from friends homes or just hanging out in the homestead doing projects with my children. My responsibilities wage from helping maintain a happy healthy home environment all the way to sticking to the budget. I truly feel these inherited life skills make me an excellent fit to help maintain and uphold company standards any where I go.

Assistant Manager

Jackie

July 2011 to July 2011

04/2020- present

Supervisor: Jackie Schumacher

- General custodial duties
- Manage stock ledgers
- Accounting management in training
- Cash register experience
- Upsell products
- Take care of customers in store

Education

High school diploma or GED

Skills

- Accounting
- Assistant Manager Experience
- Custodial Experience
- POS
- Sales
- Upselling
- Merchandising
- Cash Handling
- Serving Experience
- Cleaning Experience
- Customer service
- Cooking
- Store Management Experience
- Retail Sales
- Commercial cleaning
- Food service

Assessments

Work Style: Reliability — Highly Proficient

July 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Delivery Driver — Familiar

June 2020

Interpreting instructions, reading maps, and solving problems.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.