

# Amanda Maomanyvanh

Shakopee, MN

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6129655642

Willing to relocate to: Maple Grove, MN - Plymouth, MN - Eagan, MN

Authorized to work in the US for any employer

## Work Experience

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### **Customer Service Representative**

Ritchie Engineering - Bloomington, MN

- Order Entry
- Data Entry
- Customer Service
- Inbound/Outbound calls
- Emails

### **Data entry**

DRC - Brooklyn Park, MN

February 2016 to June 2016

Reject keying data (alpha-numeric, numeric)

Enter correct data in computer software

Scan test booklets/machine operation

### **Machine Operator/Material Handler**

Metro Mold & Design - Rogers, MN

August 2014 to May 2015

Run and operate plastic injection molding machines

Trim and inspect parts for packaging

### **Manager/Key holder/Customer Service**

Wet Seal - Minnetonka, MN

2013 to 2014

Shipment and process clothes

- Cashier
- Assist customers (fitting rooms, sizing, etc;)
- Open and close registers
- Management paperwork

### **Customer Service/Data Entry**

Stanley Security - Maple Grove, MN

2012 to 2013

Enter codes into security panels (10 key, alpha-numeric, numeric)

Direct support to technicians

Backlog information into computer software (SAP, 10 key, alpha-numeric, numeric)

## **Resident Assistant/Dining Server**

ST. THERESE NURSING HOME - New Hope, MN

June 2008 to August 2011

- Assist residents
- Participate with residents in activities
- Coordinate activities
- Dining server (Dementia unit/Independent Care)
- Bussing and cleaning tables
- Assist residents with dining/eating

## Education

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### **GED**

Minnesota Adult Basic Education

### **Business Management - Human Resource Management**

Normandale Community College

## Skills

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Microsoft Office (5 years), Customer Service (8 years), Typing (8 years), 10-Key (9 years), alpha numeric (9 years), numeric (9 years), Data Entry, Data Entry Operator, Excel, Word

## Additional Information

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Great computer skills (familiar with softwares), 55 WPM, excellent customer service skills, communication and organization skills. Very experienced in alphanumeric, numeric and 10 key.