

Amanda Munger

Wellington, CO 80549

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Work Experience

Pharmacy Tech

Walmart Pharmacy

July 2021 to June 2022

Filled prescriptions

Worked with insurance over the phone

Ran cash register

Floral Manger

Safeway

April 2018 to July 2021

Made floral arrangements

Ordered in product

Kept dept sales up and cost low

Packer

Cableas

October 2017 to March 2018

Made boxes

Sorted/Picked various product for shipping

Amanda Munger

Caregiver/Med-Aid

Crossroads Assisted Living

July 2014 to October 2017

Assisted Senior's with day to day living needs

Handed out medications

Prepared and Served meals

Senior Community Support Provider

Region I Office of Human Development

July 2013 to June 2014

Helped developmentally disabled clients live on their own

Set up meds for clients on a weekly basis

Helped clients manage their money

Short Term Residential Tech

Human Services Inc.

July 2011 to July 2013

Took care of drug and alcohol effected people
Kept accurate records in client files
Took vital signs

Cashier/Cash Office

Kmart

November 2010 to July 2011

Ran a register
Helped customers
Counted all the money from sales
General office work

Flex Finisher

Parker Hannifian

July 2005 to November 2009

Packaged hose for shipment
Various paperwork
Inspected hose for flaws or defects
Worked with various computer programs

Desk Clerk

American Inn

January 2004 to December 2005

Checked in customers
House keeping
Answered Phones

Receiving Clerk/Customer Service

Pamida

January 2003 to December 2005

Received and entered various product into the computer system
Ran cash register
Helped customers
Answered phones
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Amanda Munger

Education

High School Diploma

Alliance High School

2002

Skills

- Various Customer Service Skills
- Knowledge of various computer programs
- Personable
- Experience with answering multiple phone lines
- Willing to learn
- Fast Learner
- Typing
- 10-key
- Organizational skills
- Self Motivator
- Experience in receiving product
- Experience with detailed message taking
- Valid Driver's License
- Pharmacy Tech Certified
- Floral Design
- Caregiving
- Microsoft Word
- Order Entry
- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Organizational skills
- Communication skills
- Intake
- Cash register
- Cash handling
- Order entry
- Typing
- Clerical experience
- English
- Administrative experience
- Senior care
- Assisted living
- Vital signs
- Front desk
- Sales
- Computer skills
- Customer service

- Windows
- Pricing
- Phone etiquette
- Office experience
- Working with people with developmental disabilities

Certifications and Licenses

Pharmacy Technician Certification

Driver's License