

# Amanda Valverde

Denver, CO

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Objective: To obtain a Customer Service position in a company that is well established and one where I can increase my skill set and quickly become a valued team member.

## Work Experience

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### **Asst. Manager**

Murphy's Express - Denver, CO

September 2019 to April 2023

- Cleaned and ran store
- Provide emergency first aid
- Provide safe environment
- Supervised and served customers

### **ASST. Manager**

Burger King - Denver, CO

February 2015 to November 2018

- Cleaned
- Provided customers services
- Supervised employees
- Translated for Spanish speaking employees and customers

### **Receptionist/Wearhouse**

Manpower - Richmond, IN

May 2005 to December 2011

- Ran errands for office as needed
- Answered and routed all incoming phone calls
- Entered data and reports using Microsoft Excel
- Accurately organized and stored office files
- Worked effectively with clients, coworkers, and supervisors
- Translated for Spanish speaking employees
- Shipping, Packing, Assembly and production

Hardees

Richmond, IN

Cashier 6/03 -12/03

- Received cash and issued change with receipt
- Took orders and greeted customers
- Translated for Spanish speaking customers and employees
- Served orders when needed

## Skills

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- Computer literate
- Customer service oriented
- Bilingual (English/Spanish)
- Positive role model
- Quick learner
- Customer service
- Sales
- Cash handling
- Retail sales
- Cash register
- Supervising experience
- Front desk
- Translation
- Warehouse management system
- Assembly