

Amanda Williams

Columbus, IN 47203

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Authorized to work in the US for any employer

WORK EXPERIENCE

Manufacturing/Logistics

True Blue, Inc -

2012-06 - Present

Data Entry Clerk

United States Bureau of the Census - Jeffersonville, IN -

2010-02 - 2012-03

Entered information into data base, telemarketing

EDUCATION

Crothersville Jr-Sr High School - Crothersville, IN

2002-08 - 2006-05

Some college

SKILLS

Microsoft Programs, Customer Service, Mathematics, Quality

ADDITIONAL INFORMATION

A result driven worker that's eager to begin in a position where versatile administrative skills can contribute to the successful operations of the company. Solid computer skills, a methodical approach to task completion and the ability to meet strict deadlines ensure the provision of an effective support service in a busy office environment.