

Amber Bell

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Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Receptionist

The Shirt Factory - Council Bluffs, IA
October 2018 to Present

I answer questions over the phone, email, and in person. I put in the customer orders into our computer system. I deal with taking payments from the retail store and customer orders. I also run the Direct To Garment printers as orders come in.

Infant Teacher

Academic Adventures Child Development Center - Omaha, NE
March 2018 to October 2018

I care for children 6weeks and older

Server

DJS dugout - Omaha, NE
September 2017 to March 2018

Served customers

Infant Teacher

Kidz Academy - Omaha, NE
December 2016 to March 2018

Started with caring for infants and one year olds. Then started opening the center and was making breakfast, doing dishes, cleaning bathrooms, helping teachers get supplies.

Crew Member

Arbys - Bellevue, NE
August 2016 to December 2016

Worked with customers

- Took orders
- Made orders

Support Staff

Bellevue Public Schools - Bellevue, NE
April 2016 to August 2016

Watched over school aged children

Support Staff

Before and After School Daycare - Papillion, NE
May 2015 to April 2016

Watched over children, helped plan activities, helped with homework, run games on my own.

Car Hop

Sonic - Bellevue, NE
April 2015 to May 2015

Serving food to customers

Server

Patricia Catering - Bellevue, NE
April 2014 to April 2015

Served customers, bused tables

Education

High school or equivalent

Bellevue East High School - Bellevue, NE
August 2012 to May 2016

Skills

- Child Care
- Teacher Assistant
- Microsoft Excel
- Management
- Microsoft Word (2 years)

Additional Information

Hard worker, communication skills, quick learner, timely, productive, ability to work under pressure, adaptability, organizer, friendly, willing to learn new tasks