

Amanda Luster

Looking for clerical admin

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I have 5+ years working experience in the admin clerical field with construction company. Including customer service and project management.

Authorized to work in the US for any employer

Work Experience

Delivery Driver

Uber Drivers

March 2021 to April 2022

Delivering packages food and passengers.

Production Coordinator

Builders FirstSource - Plant City, FL

May 2013 to March 2021

Putting production folders together.

Creating and closing sales orders work orders

Scheduling

Supply pro

Communication between super intended and production manager

Microsoft Word outlook excel

Stacking panels via program

Education

GED

Clearwater High School - Clearwater, FL

Skills

- Administrative experience (5 years)
- Microsoft Powerpoint (5 years)
- Microsoft Office (5 years)
- Data entry (5 years)
- Microsoft Excel (5 years)
- Property management
- Project management (5 years)

- Manufacturing
- Production planning
- Supply pro (5 years)
- Order fulfillment (5 years)
- Creating and closing work orders (5 years)
- Production planning (5 years)
- Customer service (5 years)
- Customer support (5 years)
- Production Management
- Communication skills
- Windows

Assessments

Administrative assistant/receptionist — Familiar

October 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Familiar](#)

Customer service — Highly Proficient

November 2021

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Attention to detail — Proficient

October 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Scheduling — Familiar

December 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Familiar](#)

Medical receptionist skills — Proficient

December 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Protecting patient privacy — Proficient

December 2021

Understanding privacy rules and regulations associated with patient records

Full results: [Proficient](#)

Call center customer service — Proficient

December 2021

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

Work style: Reliability — Highly Proficient

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Data entry: Accuracy — Highly Proficient

March 2022

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

November 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Project timeline management — Familiar

December 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Familiar](#)

Retail customer service — Proficient

October 2021

Comprehending and responding to retail customer needs

Full results: [Proficient](#)

Data entry: Attention to detail — Completed

January 2022

Maintaining data integrity by detecting errors

Full results: [Completed](#)

Sales skills — Familiar

October 2021

Influencing and negotiating with customers

Full results: [Familiar](#)

Warehouse associate — Proficient

October 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: [Proficient](#)

Front desk agent (hotel) — Highly Proficient

March 2022

Selecting hotel rooms based on verbal requests and identifying errors in hotel data
Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Familiar

January 2022

Knowledge of various Microsoft Excel features, functions, and formulas
Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.