

Amanda Dudar

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To obtain a position within your company that will allow me to utilize my skills and experience to better the company and myself, as well as creating a positive and outgoing atmosphere around me, my coworkers, and as well as clientele.

WORK EXPERIENCE

Administrative Assistant/Customer Service Representative

Kohltech International - Edmonton, AB -

2017-02 - 2017-12

- Extensive knowledge/sales in products and services
- Data entry and accounting
- Time management and multitasking
- Processing all cash and credit transactions
- Creating, processing, and sending out invoices/quotes
- Ordering supplies
- All book keeping responsibilities
- Operations of a switch board telephone
- Extensive knowledge in all Microsoft programs
- Interaction with clientele
- Sending and receiving parcels
- Maintenance of front end

Administrative Assistant/Sales Associate

Massage Heights Canada - Edmonton, AB -

2016-04 - 2017-02

- Extensive knowledge/sales of all products and services
- Time management and multitasking
- Detailed cleaning of all massage rooms
- Interactions with customers
- Processing all credit and cash transactions
- Scheduling appointments and operation of a switch board phone
- All book keeping responsibilities

Server/Bartender/Supervisor

Brewsters Brewing Company & Restaurant - Edmonton, AB -

2012-01 - 2016-04

- Provided leadership and guidance

- Created schedules and shifts
- Processing of all cash and credit transactions
- Interactions with customers/scheduling of reservations
- Time management and extensive knowledge of products and services
- Maintenance and cleanliness of building
- Processing invoices and sending orders
- All opening and closing procedures

Administrative Assistant

Crystal Glass Canada Ltd. - Edmonton, AB -

2010-11 - 2012-01

- Processing of all cash and credit transactions
- Interactions with customers
- Scheduling appointments and service calls
- Operation of a switch board phone
- Time management and extensive knowledge of products and services
- All book keeping responsibilities

Administrative Assistant

Triple J Housing - Mundare, AB -

2008-04 - 2010-11

- Processing all cash and credit transactions
- Data entry and accounting
- Organizing, processing, and sending out invoices
- Interactions with customers
- Scheduling appointments and service calls
- Processing and receiving orders/quotes
- Time management and multitasking
- Extensive knowledge of all products and services
- All book keeping duties

EDUCATION

High School Diploma

Centre High

2009 - 2010

SKILLS

Customer Service, Microsoft Programs, Problem Solving, Sales, Team Management, Bookkeeping, Data Entry, Scheduling, Inventory Management, Invoicing, Organizational Development

ADDITIONAL INFORMATION

- I have excellent Customer Service Skills.
- I love working as apart of a team.
- I am creative and well organized.
- I am friendly, and like to create a positive atmosphere around me.
- I am reliable, loyal, and punctual.
- I love to learn, and am very determined.

REFERENCES

Jeff Brockbank - 587.337.7975

- Former General Manager at Brewsters

Tawnya Thompson - 780.905.1191

- Former Supervisor at Brewsters

Sheldon Penman - 780.298.0039

- Former Sales Manager at Kohltech International