Amanda Castelonia

132 Wilcox st

New Britain ct , 06051

Phone 860-797-1654 email: [acast60@gmail.con](mailto:acast60@gmail.con)

Qualification details/objective

Hardworking , reliable and able to learn fast, with strong communicational skills

I am looking to add to my knowledge and experience and benefit the company by providing effective and quality work performance.

SKILLS & AREAS OF EXPERTISE

\* customer services \* management \* telephone etiquette

\* computer literacy

PROFESSIONAL EXPERIENCE

JCPENNY 08/11-12/11

\*restock and inventory

sales

seasonal job

MCDONALDS 05/05-08/10

\* shift manager

\* training new crew

\* customer service

\* stocking

\* inventory

\* managed data entry

\* hiring

\* scheduling

reason for leaving the store closed

EDUCATION PROFILE

High school diploma (2009)

New Britain high school

Some collage

Porter and Chester school for dental asst. program

References

\* Available upon request