

Amanda Nelson
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CAREER OBJECTIVE:

I am a highly motivated student and team player in search for a challenging position that can utilize my natural and acquired skills. I am extremely organized, a fast learner and a self-starter more than willing to learn new skills in different areas of work.

SUMMARY OF QUALIFICATIONS:

- Excellent written and communication skills
- Proficient in Mathematics and tracking assets; ability to perform basic arithmetic
- Ability to work in a fast pace environment with efficiently and effectively
- Ability to quickly establish rapport with co-workers and customers.
- Install, Upgrade and Utilize Windows Operating systems and applications
- Ability to take initiative and lead a group or work within the group as a whole
- Creative thinking skills and ability to approach and solve issues effectively
- Ability to work on multiple projects simultaneously
- Ability to spend large amounts of time standing, and walking
- Counseling, empowering and encouraging people
- Quickly spotting numerical errors
- Use humor to lighten up environment
- Ability to lift heavy weight boxes (Up to 60 pounds)

TECHNICAL SKILLS:

Operating systems: Windows XP, Vista, Windows 7, 8/8.1, and 10, multiple Apple Operating Systems
Software: Microsoft Word, Excel and Power
1 year experience in Computer Information Systems
Computer Information Systems knowledge
Ability to operate and assemble products and circuit boards with Soldering Kit
Data storage ability, digital and analog interfacing

EXPERIENCE:

June 2019 - August 2019 Amazon Warehouse Associate
August 2014 – April 2019 Knighted Ventures Corporation Banker
July 2013 – August 2014 Finish line Sales Associate

EDUCATION:

Graduated in 2010 from Long Beach Polytechnic High School
Mechanical Engineering student at El Camino College