901 Newton St

Arlington, TX 76010
(817) 412-1985
AMANDALA09@OUTLOOK.COM

AMANDA LA

SKILLS

Computer: Windows, Word, Excel, Powerpoint, Java

Vietnamese - Advanced

Spanish - Intermediate

EDUCATION

Brandeis University, MA

August 2018 - December 2021

Bachelor of Sciences Degree

Uplift Summit High School, TX

August 2014 - May 2018

High school diploma with honors.

EXPERIENCE

Griffith Lab, MA - *Lab Technician*

January 2019 - present

- Provided care for live lab subjects, through feeding and observation
- Acquired an optimal lab environment with tool maintenance

Cafe Turner, MA - *Gourmet Chef, Cashier*

September 2018-present

- Made gourmet sandwiches and paninis
- Assisted customers in checkout and questions

BOLLI, MA - *Program Ambassador*

September 2018- present

- Taught the elderly how to use modern technology
- Greeted the students and answered any inquiries
- Cleaned the common area and classrooms

Waltham Chiropractic, MA - *Secretary*

October 2018-November 2018

- Guided customers in chiropractic endeavors
- Communicated with insurance companies and payment resources

Hurricane Harbor, TX — *Cashier*

June 2018 - August 2018

- Provided fast, friendly, and safe service in culinary sector
- Prepared and took orders for food and beverages

Truecare DFW, TX — *Receptionist*

May 2017 - August 2017

- Translated for customers so they can understand their position and potential within the program to aid elderly
- Performed routine clerical and administrative functions such as drafting correspondence, organizing and maintaining paper and electronic files
- Provided customer services regarding payments and questions, answered phone calls

East Arlington Public Library, TX — *Book Manager*

June 2016 - July 2016

- regulated books and enriched children towards reading
- Organized books for sale to fundraise for Arlington libraries
- Greeted visitors and assisted in checking out customers