

Amanda Huntsucker

Seeking gainful employment in a organization with ability to expand

Kansas City, KS 66112
harleysrevenge88@gmail.com - 9135686450

Authorized to work in the US for any employer

WORK EXPERIENCE

Office Assistant

Savage Kin Ent - Kansas City, MO - February 2015 to Present

Data entry, fund raising, answer phones, type news letters

Hourly Manager

Five Guys - June 2016 to January 2017

Barista/Cashier

Dunkin' Donuts - August 2015 to November 2015

Shift Supervisor

Arby's - February 2015 to September 2015

Barista/Cashier

Panera Bread - March 2013 to October 2013

Administrative Assistant

Sacramento Job Corps - Sacramento, CA - November 2008 to April 2009

I took care of student files, processed applications, answered phones, took messages, data entry,

EDUCATION

Ged

Kansas City Kansas Community College

SKILLS

Microsoft word, Microsoft Excel, Microsoft Access, Data Entry, Data Analysis, Database Management, Customer Service, Customer Relations, Typing, Graphic Design, Cooking, Money Handling, Money Management

CERTIFICATIONS/LICENSES

ServSafe Food Protection Manager

August 2015 to December 2020

Serve safe manager