

# Amanda Huntsucker

Seeking gainful employment in a organization with ability to expand

Kansas City, KS 66112

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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