

Amanda B. Connell

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Experience

08/2015 - Present **Andrews International** - Burbank, CA

Security Guard

- Check credentials to keep event areas secured.
- Observe and notify appropriate parties regarding safety hazards.
- Quickly adapt to changes to the orders of an assigned post.

06/2009 - 3/2017 **Baked** - Hollywood, CA

Personal Assistant to Head Chef/Owner

- Assisted with set-up/takedown and relocation of catering items.
- Spoke with clients regarding placement and time of events.
- Assisted Chef with shopping, prepping and storage of food for events .
- Shadowed Chef and took notes to be able to assist with details that were requested.

11/2011 - 01/2012 **Gamestop** - West Hollywood, CA

Retail Sales/Inventory -- Seasonal position

- Assisted customers with making informed game and system choices.
- Refined customer service skills.
- Maintained organization within the store and kept shelves stocked.
- Assisted customers with completing their transactions in a timely manner.

05/2007 – 05/2009 **Activision/Treyarch** – Santa Monica, CA

Quality Assurance/Tester -- Temp position

- Independently located unique bugs and provided detailed reports to recreate them.
- Tested games for progression and visual errors with and without checklists.
- Worked well with a team testing and balancing multiplayer gameplay.
- Worked on Call of Duty Modern Warfare (DS), Guitar Hero Smash Hits (PS2), Call of Duty World at War (PC & X-Box 360).

03/2007 – 05/2007 **Personal Assistant** – Hollywood, CA

Personal Assistant to Actress-- Temp position

- Kept track of varying daily schedules for well known actress.
- Able to stay busy and still be available should another urgent task arise.
- Assisted with a wide variety of tasks while keeping schedule organized.

Education

Criminal Justice Degree, Los Angeles Community College
Los Angeles, CA 09-17; In Progress

Additional Skills

Proficient user of Microsoft Operating systems and Microsoft Office products: MS Word, MS Excel, MS Access and MS Powerpoint.