

Amanda Marie Matsuo

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Career Objective

Multi-faceted Administrative Assistant, seeking opportunities for growth and development in an office and or data input setting

Skills

• MS Word 45 WPM	10 Key	MS Excel	PowerPoint
• Video Production Software	Social Media	Internet Research	
• Background and Credit Checks		Cashier/Point of Sale	

Work History

Administrative Tech Support Maximum Security Alarm/Sacramento, CA 2013 – 2016

- Set appointments with clients for service to private homes and commercial property enterprises
- Coordinated list of technicians for dispatch across the nation
- Provided communication and support for technicians
- Renegotiated contracts on behalf of company
- Received contracts from clients for approval, trouble-shooting issues and corporate approval
- Performed background and credit checks on potential customers and clients
- Performed customer service by answering customer questions regarding installation issues and expanding service requests
- Contacted client and or customer to provide confirmation regarding price and contractual restrictions and or limitations
- Provided first contact for Point of Sale to customer

Cashier/Point of Sale Office Max/Sacramento, CA 2011 – 2013

- Received funds from customers, disbursed funds and recorded monetary transactions in business establishment
- Completed credit card charge transactions
- Counted money to verify amounts and issued receipt for funds received
- Issued change and coupons for marketing
- Performed opening and closing cash register procedures, comparing totals on cash register with amount of currency in register to verify balances
- Prepared bank deposit slips
- Operated office machines, performed re-stocking and inventory functions
- Assisted customer with making decisions based on need
- Dusted merchandise and created displays and endcaps

Education

High School Diploma Discovery Adult Education/Sacramento, CA 2011