

Amanda Benson

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amandalmbenson.weebly.com

EDUCATION:

Bachelor of Arts in Women's Studies, June 2011

Eastern Washington University, Cheney, WA

Bachelor of Science in Herbal Science, June 2007

Bastyr University, Kenmore, WA

SKILLS:

Office skills

Microsoft Office, Excel, Keyboarding 50 wpm, filing, telephone and email follow-ups

EXPERIENCE:

Production Manager, October 2008 – present

Anemone, Spokane, WA

Keeping five employees on weekly production schedule

purchasing materials and tracking inventories

Wedding flower design and implementation

Sales and customer service

technical duties including programming cash register and set-up of modems

Sales Clerk , April 2006 – June 2007

Bastyr University Bookstore, Kenmore, WA

Bookstore Clerk: inventory, placing clothing and book orders

Clothing Buyer: talking to clothing reps, designing and implementing new display for clothing sales

Customer service: Cashiering, opening and closing bookstore, paperwork, answering phones, faxing,

Supervisor, November 2002 – December 2005

Moose Lake Company, Spokane, WA

Training and overseeing sales associates

keeping store stocked and straightened, window dressing

opening and closing store, ordering, answering phones, filing

Sales, customer service, cashiering

References available upon request.