Amanda Maki

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**Objective:**

Hard-working, good with people and an interest in travel and culture. Looking for a teaching job.

**Employment:**

-Advance America, 8/10-present, Center Manager

+Handle day to day aspects of the business by making sure the store is in compliance with company policies, state rules and regulations.

+Sign up new customers and assist them with understanding the whole process from start to finish.

+Perform daily collection activities as well as balance the safe and drawers, make the calendar for the month, order supplies.

+Offer other products such as MoneyGram, prepaid Visa cards, Tax Services and gold buying.

+Perform testing on potential gold items for purchase.

-US2 Service Center, 8/09-8/10, Customer Service Representative

+Provided exceptional customer service by helping customers when needed.

+Took reservations for Budget Rental Truck and made appointments for the garage.

+Maintained a clean storefront by performing daily and weekly cleaning tasks.

+Balanced drawers and safe during opening and closing procedures as well make deposits.

-Family Video, 9/08-9/09, Customer Sales Representative

+Provided exceptional customer service by helping customers find movies or games.

+Performed daily and weekly cleaning task when closing the store.

+Performed weekly inventories on DVDs and games, processed new DVDs and games.

+Opened/closed the store, made deposits.

-Nam-Suwon ECC, 5/07-6/08, Teacher

+Taught the children from ages 3-16 English throughout the day.

+In the morning, taught the kindergartners science, math, vocabulary, phonics, P.E. and origami. Went on field trips, made sure that they ate lunch and helped them clean up.

+In the afternoon, worked with grade school through high school age kids and taught them reading, phonics, conversational English and vocabulary.

Other employment: Assistant Manager, Project Coordinator, bartender, vineyard worker, office assistant.

**Education:**

-Luther L. Wright, 1998

+member of the National Honor Society

-Grand Valley State University, 2003

+Bachelor’s of Art in Anthropology

+member of Lambda Alpha Anthropology Honors