Amanda L. Maki

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# Education

## BA in Anthropology-April, 2003

Grand Valley State University, Allendale MI

*Honors Received:* Inducted into Lambda Alpha, Anthropology Honors

## High School Degree-June, 1998

Luther L. Wright Jr./Sr. High School, Ironwood MI

*Honors Received:* Inducted into the National Honor Society

# Experience

Sales Representative

*Family Video, September 2008-present*

-Rent movies out to customers and provide them with exceptional customer service so that they return again and again.

-Am trained to open and close the store as well as make deposits, handle inventories of the DVDs, video games and their corresponding sections and receive and process new movies and games.

English Teacher

### YBM ECC (남 수원) , May 2007-June 2008

-In the morning, teach the kindergarten students a variety of subjects such as language, science, writing, phonics and P.E.

-Go on field trips with the kindergarten students as well as serve them lunch and help them clean up after they are done.

-In the afternoon, teach elementary and middle school students a variety of subjects such as language, grammar and phonics.

Assistant Manager

*Fashion Bug, May 2006-May 2007*

-Open the store in the morning and close the store at night, taking the deposit to the bank and balancing out the registers.

-In charge of the Junior and Girls clothing departments by organizing the clothes, setting up the visuals that are received each month and keeping the department clean.

-In charge of the sales associates when the Manager and Co-Manager are not working by relegating tasks concerning the store and the customers.

-Receiving the freight shipments and processing the freight.

-Closing the weekly payroll when scheduled on Sundays.

## Data Entry Clerk in Consents Administration

### Environment Canterbury (Christchurch, New Zealand), March 2005-July 2005

-After consents were granted, proofread documents and made changes as needed then sent out the letters telling the applicants that the consents had been granted.

-Scanned documents into TRIM database.

-Sent out bore-monitoring letters and used GIS to send maps with the letters.

-Helped out co-workers when needed with submissions and retrieving files.

## Project Coordinator

### Grand Valley State University, October 2003-July 2004

-In charge of ordering supplies for student ID system.

-Used ONBASE to access files that have been scanned.

-Prepared student files to be scanned.

-Worked as a cashier registering students for classes, taking tuition payments and departmental deposits.

-Helped out the other departments with various tasks when needed.

## Intern

### Native American Community Services, January 2003-April 2003

-Performed various office duties that included answering the phones, filing, faxing.

-Accompanied the health educator to Senior Meals with various elders from the Native American community.

-Assisted in setting up for Elders in Action Day as well as the annual Sobriety Walk (2 years)

-Participated in a tobacco planting.

-Had exposure to the various departments within the agency as well as many people that are part of the Native American community.

## Receptionist

### Philosophy and Liberal Studies Department, August 2000-December 2002

-Performed various office duties such as filing, faxing, copying, answering phones, performing general computer work on Word and Excel and occasional errands.

-Answered questions for students when help was required.

-Assisted the professors when needed with various tasks.

Additional Positions- Receptionist, temporary work in the Records Office, cashiering, camp counselor, vineyard work, bartender, data-entry in an insurance office and at the Auckland Home Show.

# Personal

Volunteering

-Volunteering for Regional Hospice, September 2005-2007

-Volunteered at the Trade Aid in Wellington, New Zealand December 2004

-Volunteered at the Humane Society of Kent County November 2001-March 2004.

Interests- Music, movies, books, travel, animals, hiking, meeting new people, etc.

#### **References**

**Linda Gentile-**SalesAssociate, Maurices

1462 E. Cloverland Dr. Ironwood, MI 49938

Chris Hahn-Store Manager, Family Video

255 E. Cloverland Dr. Ironwood, MI 49938

**Cheryl Jones-** Academic Department Coordinator, GVSU, Philosophy Dept.

210 LSH/1 Campus Dr. Allendale, MI 49401

jonesc@gvsu.edu

Lisa Tauer- Store Manager, Fashion Bug

1462 E. Cloverland Dr. Ironwood, MI 49938

**Bill Widmaier-** Associate Registrar, GVSU, Records Office

115C DeVos/401 W. Fulton Ave. Grand Rapids, MI 49504

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