

Amanda Bryson
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Summary: Dependable, dedicated and focused administrative assistant who specializes in customer service management, prioritizing and multi tasking. Flexible, dependable, responsible hard working individual with a strong drive to succeed.

Skills:

- Types 45 wpm
- Organized
- Reliable
- Answer multi phone line
- Great customer service skills
- Works well with others
- Friendly
- Outgoing
- Bartender/ Server
- Loan specialist
- Customer Service Specialist

Experience:

Revis Grocery- From Aug 2006 to June 2013

Assistant Manager

Duties included: Cleaning, Checking out customers, Bank Deposit, Stocking, Answering phones.

Clover Middle School- From Aug 2013 to June 2017

Cafeteria Assistant Duties Include: Preparing food, serving students, running cash register, cleaning

Hoof and Barel- From July 2017 to June 2020

Server Host Bartender Manager

Duties include: Serving food to customers, serving alcohol, customer service, answering phones and taking orders, payroll and scheduling running cash register, multitasking

Towne Tavern- From August 2020 to September 2022

Server Host Bartender

Duties include: Serving food and making drinks for customers, customer service, answering phones, taking orders, handling cash, running cash register and multitasking

World Finance- From October 2022 to December 2023

Loan officer

Duties include: Making loans, answering phones, calling customers, customer service support, writing loans and doing credit checks

Education:

Penn Foster

-High School Diploma

References upon request