

## **Amanda Perez**

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Philadelphia, PA 19120

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### **SKILLS**

- Bilingual: English/Spanish with the ability to translate, read, write
- Ability to mediate in problematic situations with consumers
- Able to work within a team and assume leadership position
- Experience in selling to customers
- Extroverted, diligent, and focused individual with ability to work efficiently with people

### **EDUCATION**

**Pennsylvania State University**, Abington, PA  
2017  
**Major:** Civil Engineering; Spanish

Expected:

### **EXPERIENCE**

**Sears**, Philadelphia, PA  
*Salesperson*

- Sold appliances and protection plans to consumers
- Inventory
- Finalized merchandise orders
- Customer service: aided customers with shipping orders

June 2015-August 2015

**Quails**, Philadelphia, PA  
2015

July 2013- January

*Cashier/Salesperson*

- Assemble significant financial paperwork to distribute to corporate offices
- Consult/consolidate with superiors when given markdowns
- Provide expertise to advise clients in selecting proper merchandise
- Arrange/ finalize suit orders to large suit vendors
- Vend to consumers
- Train new employees to safeguard their amenability with company protocols

**Golden Block Beauty Supply**, Philadelphia, PA  
2011

March 2010 –July

*Cashier/ Clerk*

- Wielded profits
- Advised and assisted customers with knowledge of products
- Prepared and sterilized equipment for body piercings
- Maintained inventory
- Finalize shipping orders to obtain new merchandise for the business

### **TECHNICAL SKILLS**

**Computer Capable:** AutoCAD, Solid Works, C++, MATLAB, Microsoft Office, R