

AMY L. CHEN
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JOB OBJECTIVE A part-time job while attending college

SKILLS

- Solid computer skills: data entry, basic programming, computer-based accounting.
- Fast learner; eager to acquire new skills; very reliable and punctual.
- Proven ability to provide outstanding customer service.
- Excellent references from previous employers and professors.

EDUCATION **B.A., Family & Consumer Science, GPA: 4.0** 5/2007
Marshall University, Huntington, WV

WORK HISTORY TCBY, Huntington, WV 6/2003 - 8/2003
Sales Associate

- Prepared and served yogurt products to customers in a friendly and professional manner.
- Kept counter area clean and attractive; cleaned yogurt machines.
- Closed out evening-shift cash registers; generated daily sales reports.

Chen Eye Wear, Huntington, WV 10/2002 - 6/2003
Receptionist

- Answered telephones and made appointments.
- Entered patient data on computer system; prepared insurance forms.
- Filed patient records, handled incoming/outgoing mail.

HONORS AND ACTIVITIES

- Marshall University Soccer Scholarship
- Marshall University Soccer Team
- Huntington High School Varsity Soccer Team
- 4-H Club, President

REFERENCES Available upon request