

Amber Chin

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Auto - Recycler Receptionist/ Office Assistant - November 2017 to August 2018

- Answered phones and took messages at reception desk
- Created Shipping labels
- Billing invoices
- Typed up letters and documents for supervisor
- File documents in chronological order

African American Media

March Elections and November Elections 2016 - 2017

- Door to Door Literature Drops
- Voter Education
- Voter Survey/ Voter Outreach

Panera Bread Associate - Cashier

Doherty Enterprises - Bayside, NY - February 2017 to October 2017

- Meet and greet guests
- Handled and received payments at cash register
- Customer service
- Answering Telephones
- Problem solving with customers

Hostess/Waitress

Outback Steakhouse - Bayside, NY - October 2016 to January 2017

- Meet and greet guests

- Seats guests and arrange tables settings
- Handle and manage complaints
- Problem solve with customers
- Assist in opening and closing of the restaurant

Front Desk Receptionist

Leadership Training Institute - Hempstead, NY - June 2014 to August 2016

- Answered phones and took messages at reception desk
- Received mails and hand delivered to co-workers
- Interoffice documents to other locations.
- Typed up letters and documents for supervisor
- File documents in chronological order