

Amanda Ramos

Contact Information:

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Profile:

I am seeking a position where I am able to utilize my skills and hard working etiquette to not only become a valuable asset but also to learn and expand my personal and professional experiences.

Skills:

Bilingual (**Spanish** and **English**)// Leadership// Computer savvy// Verbal communication skills// Creative// Teamwork skills

Subject Skills:

- Proficient in Biology, Chemistry, Physical science, as well as Earth science.
- Three years laboratory experience in Biology and Chemistry laboratories
 - Successfully bred and studied *Drosophila melanogaster* for gene mutation experiment in 10 weeks
 - Experience in dissection of *Lumbricidae*, *Cambarus batchi*, *Rattus*, and *Lithobates catesbeianus*
 - Able to conduct gel electrophoresis on DNA extractions
 - Knowledgeable on the proper attire for both chemistry and biological laboratories
 - Know all safety procedures
 - Experience in Organic Chemistry laboratory techniques and instruments
- Some math skills (Calculus)
- 2 years Clinical Experience at Cope Health Scholars (Queen of the Valley Hospital in West Covina)
- BLS CPR Certification
- Experience in using Microsoft Word, Excel, and Powerpoint
- Experience with POS register
- Self taught Seamstress
- Marketing
- Invoice (Quickbooks, Aynax, etc) and data entry
- Scheduling calls and meetings
- B2B and B2C sales and events
- Event Management
- Sales Experience

- Dropship and Wholesale Accounts
- Able to create a variety of wholesale catalogs
- Advanced knowledge on e-commerce sales (shopify)
- Proficient knowledge on adding/removing tabs, changing visual formatting on Shopify
- Advanced in using ShipStation
- Proficient knowledge on both Ebay and Amazon Sales
- VERY knowledgeable in skincare products
- Very knowledgeable on CBD products
- Beginner in eBay listing/Product Photography

Youth Services:

- Tutoring children at Ontario Christian Elementary School from June 2016-January 2018
- Mentored and supervised children K-6 at Cal Poly Pomona Discovery Camps from June 2016-August 2018
- Volunteered at the Boys and Girls Club in El Monte, CA from May 2015-September 2015

Work Experience:

- **Irene's Story-** Sales Associate
September 2016 - October 2017
 - Responsibilities:
 - Fixing damaged clothing
 - Keeping the store neat and tidy by fixing racks and re-folding clothes on tables
 - Swifting the entire store at least 3 times a day as well as cleaning the feet of mannequins
 - Wiped down fitting room mirrors and any visible hand prints in front of the store
 - Empty out all trash bins, sensor bins, and mopping when assigned during closing
 - Coming to work with the proper attire
 - Always talk to customers in a very polite manner in order for the customer to feel comfortable with sales associates

- **Kana Skincare/DankGals-** Marketing and Sales Representative/ Account Management
October 2017 - Present

- Responsibilities:
 - Added/Removed products from Shopify website
 - Maintained and updated inventory for all products
 - Change sale items and moved products around website to better market new items
 - Added my own descriptions to new products. Each product I made a description for had to be very marketable
 - Managed all wholesale accounts
 - Responsible for dropship accounts
 - Responsible for all customer service online and on social media
 - processed all e-commerce and wholesale orders as well as packed all e-commerce and wholesale orders
 - Travel to B2B (buyer to buyer) events as well as B2C (buyer to customer) events
 - Make/Update wholesale catalogs using numerous websites as well as use my own photography if there was no product photos available for a specific item
 - On occasion, answered questions from Press via email.
 - Experience in creating giveaways on Instagram.
 - Make mailers for wholesale and e-commerce newsletters
 - Responsible for marketing items that need to be sold such as new items, old items, and items featured on our website from other companies
 - Brand ambassador for both companies
 - Made my own marketing images using websites such as Canva (examples may be provided upon request)
 - Responsible for keeping files updated and organized. This meant making monthly files for different categories, updated Excel sheets with wholesale payments from files, shipment files, etc.

Education:

El Monte High School, El Monte — *Diploma*

September 2012 - June 2016

California State Polytechnic University, Pomona — B.S Biology

September 2016 -current

References (Professional Only):

- Roberto Carlos Rodriquez
 - Cell: (626)293-6177
- Claire Choquette
 - Cell: (626)833-0569

