

AMANDA D LEROUX PETERS

502 N 48th St
Apt 103
Grand Forks, ND 58203
Phone: (701) 741-5314

Abilities

I have wonderful organizational skills, can type up to 60 WPM, have experience with Microsoft Office, am very dedicated to knowing all aspects of my position and have a strong desire to perform any duty as accurately as possible. In addition, I am good at working within a budget and can efficiently multitask.

Employment History

Visual Merchandiser/Softlines/Stockroom

05/2019 - present Grand Forks AFB Main Exchange Grand Forks, ND

As a VM, my job duties include putting up any signs that come in the mail for holidays or promotions, making signs for racks within the stores if needed, making signs for special sales for the store and stores out in the mall area, maintaining all signs within the store and the mall, changing out strips that go on all shelves as needed, changing out prices on signs when there is a sale, making movie posters for the movie theater every week, and any other projects requested by the store or mall managers.

As a softlines employee, my duties include processing freight that comes off of the truck every week and getting it out on the floor, marking down clothes every Wednesday and moving them to the appropriate racks, sizing clearance racks, setting POGs, changing mannequins on a regular basis or when the nearby clothes are switched out, keeping the area clean, sizing shoes and making sure one of each style is displayed, and any other miscellaneous duties required to care for clothing, accessories, make-up, doing year-end inventory, making price tags for merchandise, and the bath-and-body areas of the store.

As a stockroom employee, my duties include receiving boxes from our warehouse, UPS, FedEx, Pepsi, Coke, Hershey, or anything else that we sell in the store. I also process vendor returns and write-offs.

File Clerk

03/2009 - 12/2015

Robert Vogel Law Office

Grand Forks, ND

My job duties included filing in over 100 open cases, managing approximately 4,000 closed cases for four attorneys and three secretaries, opening and closing files (using a typewriter and inputting the information into a computer), making sure files remained organized at all times, and any other miscellaneous duties to assure attorneys and secretaries could find information quickly. In addition, I did photocopying, binding, shopping for office supplies, went to the post office, took out the recycling, scanned documents into the computer using the copier, various projects like creating documents or compiling information, and any other duty needed to prepare for trial, assist the secretaries, or to assure every case is properly taken care of.

Merchandising Manager

07/2003 - 02/2009

Gordmans

Grand Forks, ND

Supervising and running up to four departments within the store, overseeing employees, training employees on how to run their departments efficiently even when I am not present, ensuring freight goes out in a timely manner, handle guest complaints, assist in the hiring process, correcting employee conflicts, do store walks with the District Manager, keeping a close eye on sales and adjusting merchandise placement to help increase sales. After taking over my departments as the manager, I was able to increase sales by as much as 120% in some areas. Other duties include handling any weather emergencies, fixing minor register problems, answering employee questions, reminding employees of store policies when they are not being followed, handling guest complaints, releasing the daily deposit to the bank security officer, opening or closing the store, putting money into or taking money out of the safe, setting or deactivating the alarm, storing or taking out layaways, putting in a manager's code into the registers when needed, reducing the amount of cash in the registers as needed, doing morning paperwork using Excel when the office coordinator is not scheduled, and other miscellaneous duties.

Coach

01/2004 - 03/2006

Red River Valley Gymnastics

Grand Forks, ND

Coached the progressive classes (ages 7-14), prepared class agendas, made sure each gymnast understood the rules of the gym and tested equipment for safety before allowing any gymnasts onto equipment, constantly made gymnasts aware of safety rules, provided conditioning routines with the help of the Progressive director to help gymnasts gain strength and remain physically fit, stretched gymnasts before beginning class, marked off the skill

chart for each gymnast I coached, spotted gymnasts who needed help with harder skills, taught new skills through progression to maximize safety, provided a fun, energetic class for students, allowing their separate personalities to develop into their skills, worked with parents to help encourage gymnasts to do their best and to be sure the best possible strategies were being used in my coaching to most benefit each gymnast, encouraged each gymnasts to keep progressing to harder skills, keeping in mind their individual fears and goals, designed shows for the Acro team, taught it to the gymnasts, and then coached the shows they performed, occasionally traveled out of town for Acro performances, coached birthday parties, and attended workshops for coaches to constantly improve coaching skills and to learn new, safer ways to teach skills.

Assistant Manager

05/2002 - 08/2003

Leather Limited

Burnsville, MN

Opened and closed the store by doing any necessary cleaning, daily paperwork, opened/closed the register, and deposited cash into the bank at the end of the day, made daily coat counts and compared the physical number to the number in the computer and resolved any discrepancies, worked toward a personal daily sales goal and assisted employees who fell behind their goals, when possible, posted and displayed signs for special events, supervised up to five other employees, handled guest complaints, cashiered, stocked new merchandise, and worked with the district manager on any necessary changes to the layout of the store, replaced zippers on coats or sent out merchandise when repairs could not be done in the store, transferred and received merchandise to and from other stores, helped to move out fixtures, transfer leftover merchandise, and clean when the store closed for business.

Education History

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
05/2006	University of North Dakota	ND	1 Year of College	Anthropology
05/2001	Jamestown College	ND	Bachelor's Degree	English, Religion/ Philosophy

I also have a German minor, graduated as a Magna Cum Laude, and named College Fellow in the Religion/Philosophy Department for my hard work and dedication to the field.

References

Gretta Gabrielson

701-213-3643

Personal
reference (known
for 17 years)

Tracy Evenson

701-330-3426

Business
reference (known
for 12 years)

Alvin Boucher

218-791-5689

Business
reference (known
for 12 years)

Alice Senechal

701-730-3339

Business
reference (known
for 12 years)