

Amanda Douangmala
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Experience:

SimplyHome by Camillo - Houston, TX - *Marketing Coordinator*
APR 2021 - SEPT 2024

- Maintain a high level of accuracy of property listings on the company website and multiple MLS platforms
- Develop and document processes and guides for the marketing department to enhance efficiency
- Manage bulk uploads of building listings and property imagery to SharePoint, PropertyWare, and MLS databases
- Provide support in event coordination and management, producing marketing materials using Canva, and crafting email marketing campaigns

Dak & Bop - Houston, TX - *Hostess*
AUG 2019 - MAR 2020

- Greeted and seated guests; provided menus and informed them of any specials or promotions
- Assisted in nightly closing duties and prepped plates and silverware for service the next day
- Served as lead and point of contact for all to-go orders including Uber Eats, Doordash, and Grubhub

Torchy's Tacos - Houston, TX - *Cashier and Food Runner*
OCT 2018 - MAY 2019

- Greeted guests in a friendly manner, accurately input orders into POS, explained menu items and customizations, and handled cash and card payments
- Point of contact for all to-go orders via phone, online, and Doordash
- Maintained a clean and stocked expo station
- Ensured food and drinks were accurate and delivered to guests quickly

Kim Son Buffet - Houston, TX - *Server*
JUN 2017 - JUN 2018

- Promptly greeted newly seated guests, gathered drink orders, and provided plates and silverware
- Checked on guests regularly to ensure food was satisfactory, removed dirty plates and silverware, and refilled drinks as needed
- Handled cash and card payments on POS

Education:

Bachelor of Arts Studio Arts
Minor: Retail and Consumer Science

UNIVERSITY OF HOUSTON – Houston, TX