

Myauna Wong

Auction Clerk

Profile

As an auction clerk with over 1 year of experience, I have developed strong organizational skills and a keen eye for detail. I am able to work independently and efficiently under pressure, while maintaining a high level of accuracy. My interpersonal skills allow me to effectively communicate with customers and fellow employees alike. I am confident in my ability to provide excellent customer service and support in any fast-paced environment.

Employment History

Senior Auction Clerk at Marks Auction Service, IA

Jun 2022 - Present

- Conducted 150+ successful auctions.
- Generated \$2M in annual revenue.
- Handled all aspects of auction administration, including set-up, registration, and breakdown.
- Demonstrated expert knowledge of auction rules and procedures.
- Maintained excellent customer service ratings, with 98% satisfaction rate.

Auction Clerk at , IA

Aug 2021 - Apr 2022

- Coordinated and executed auctions for 500+ items, raising a total of \$32,000 for the charity.
- Managed a team of 5 volunteer assistants during each auction.
- Trained 2 new employees in all aspects of the auction process.
- Maintained updated records of all auction inventory and sales.
- Negotiated with donors to procure high-value donations for future auctions.

Education

High School Diploma at Iowa City West High School

Aug 2016 - May 2021

I've learned about a variety of subjects, including English, Math, Science, and Social Studies.

Certificates

Certified Auctioneer

May 2021

Certified Appraiser

Dec 2019

Memberships

National Auctioneers Association

undefined

Details

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Links

[linkedin.com/in/myaunawong](https://www.linkedin.com/in/myaunawong)

Skills

Bidding

Clerical work

Customer service

Data entry

Answering phones

Organizational skills

Ability to multitask

Languages

English

Arabic

Hobbies

Organizing

Listening to music

Watching old movies