

Amanda Turner

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Objective

I am looking to obtain an administrative position with a progressive and fast-paced corporation. I am competent, personable, responsible, resourceful, dynamic, and an extremely fast learner. I multi-task efficiently, and interface well with clients. I possess both the professional appearance and demeanor befitting a corporate work environment. My organizational skills are outstanding and I am technologically proficient (WPM: 90 & up-to-date in Microsoft Office Suite, Quick books, Photoshop etc). I am quite versatile, and consequently capable of completing any and all tasks required of me in a timely and professional manner. I work well either alone or as a team member. I am a consummate professional. I understand the importance of exceptional public relations, and efficiency. I strive to demonstrate professionalism and affability when working with employers, coworkers, and clients.

Work Experience

Marketing Specialist

6/2008-9/2008 - Mortgage Cadence, Greenwood Village, Colorado

- I contacted various executives and officers at banks, reverse mortgage lending operations, and other such institutions, and sold loan origination software. I also researched potential clients and competitors, assembled and sent marketing kits, and performed any and all other necessary tasks (work reminiscent of that performed by an administrative assistant at times).

Accounting/Administrative Manager- Per Inquiry Advertising

3/2008 – 6/2008 Automated Transactional Media, Denver, Colorado

- I monitored per-inquiry advertising on multiple networks. I sold television spots to manufacturers with creative, performed basic secretarial tasks, monitored billing and accounting, and analyzed performance of particular television spots. This job was absolutely fantastic and I loved it. However, the company was downsizing and though my position was secure, I feared it was only a matter of time before the PI department was phased out. I communicated with clients on a regular basis, as well as completing all of the administrative work necessary to keep this corporation running.

Sales Associate

1/2008 - 3/2008 Sally Beauty, Parker, Colorado

- I worked for several months as a Sales Associate at Sally Beauty Supply and Equipment. I operated the cash register, greeted clients, answered questions, dealt with stocking and inventory, and sold merchandise. I also opened and closed the store, and completed the administrative paperwork and accounting necessary to do so. I worked both with coworkers and alone. I loved getting to be involved in so much hands-on interaction with customers, however the intellectual challenge provided by this job was insufficient. This was merely a part-time job however, while I was carrying an exceptionally heavy academic load. It was in no way challenging or lucrative enough to continue, as I am undoubtedly better suited (and would prefer) to work in a corporate atmosphere.

Executive Administrative Assistant

5/2007 - 8/2007 The Media Group, Denver, Colorado

- Began work as a receptionist at the front desk. Within two weeks I was promoted to executive administrative assistant to the Chief Financial Officer. My tasks included: answering phones, greeting and directing clients, scheduling appointments, taking dictation, word processing and data entry, filing and other clerical work, and other assorted errands.

Education

- Currently Completing Coursework at CU Boulder

6/2008 - 12/2009 Metropolitan State College of Denver, Denver, Colorado

- Some College Coursework Completed

8/2006 - 12/2007 University of Colorado at Boulder, Boulder, Colorado

- Some College Coursework Completed
- Major: Broadcast News and Pre-Law
- Minor: Business
- * Dean's Scholar * Early admittance into journalism school as a direct result of academic excellence in high school (Ponderosa High, GPA: 4.0)

Affiliations

8/2002 - 5/2006 National Honor Society

- Member

8/2005 - 5/2006 FCCLA

- Co-President

Skills

| Skill Name | Skill Level | Last Used/Experience |
|------------------------------------|-------------|----------------------|
| ▪ Computer Skills/Tech Proficiency | Expert | Currently used/9 yrs |

Languages

- French (Conversational)

****PLEASE CONTACT FOR REFERENCES IF SERIOUS ABOUT POTENTIAL
EMPLOYMENT –Thank you****