

# AMANDA LEE GRAY

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## OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

**2021 - 2022**

**ASISTANT DIRECTOR, TRIPLE J PROPERTY MANAGEMENT, PARK CITY, UTAH**

- Daily high-end customer contact and organization
- Management of multiple crews
- Scheduled maintenance up-keep for over 300 vacation homes

**6/1998 - PRESENT**

**SALON OWNER/COSMETOLOGIST**

- Accounts receivable/payable
- Customer contact management
- Management of serval renting cosmetologists
- Computer and manual daily scheduling

## EDUCATION

**8/1996 – 5/1998**

**ASSOCIATE OF BUSINESS ADMINISTRATION, LONDON TECHNOLOGY COLLEGE**

**8/1996 – 5/1998**

**LISCENSE OF COMESTOLOGY, LONDON TECHNOLOGY COLLEGE**

## SKILLS

- Project Management
- Communication
- Customer service
- Decision-making
- Drive
- Integrity
- Leadership
- Organization
- Problem-solving
- Microsoft Office Suite

## **ACTIVITIES**

- Accomplished musician/vocalist of multiple instruments including the historical Appalachian Hammer Dulcimer, as well as performing in front of thousands of people.
- Civil War historian and re-enactment specialist
- Former High School Cheerleading coach as well as managing large groups of children.
- Pageant Director, leader, judge, and teacher for multiple cities and contestants including The Miss America Association
- CPR certification
- Rodeo involvement including animal management and care.