

**Name: Amy Stevenson**

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### **Skills**

- Microsoft Word
- Outlook
- Publishing
- Excel
- Some Autocad
- Google
- Google Docs and Sheets
- Sales Force
- Practice Master
- Quickbooks
- Photoshop
- TTY phones
- Most copy machines
- Multi Line phones
- CRM
- Power Point

### **Work Experience**

#### **Lead Data Specialist Mass Vaccination Site|Snohomish Health District| 2020-**

- General supervision: provided oversight over prep mod team to ensure all patient data is complete
- Supervised team of 10 or more data entry staff and volunteers.
- Trained new team members and updated current members on data processes
- Communicated with managers and leaders for daily operations info and relayed information to team
- Managed data systems throughout the day, monitoring vaccination numbers, moving patients from waitlist into clinics and determining if unregistered people at clinic can get vaccinated.
- Handled any data system and technical issues in appointment information system
- Updated and Closed out clinic and sent my end of day report to leadership.
- Supported team members through break rotations, patient data issues and coordination.

#### **Site Coordinator| Snohomish Health District| Everett WA Aug 2020-2021**

- Documented information for Covid 19 test facility
- Input patients information for the Snohomish Health District regarding the personal information for Covid Testing
- Checked in/out iPads, scanners & radios at open and close
- Assist other staff to troubleshooted patient searches or documentation in the Solv System
- Ensure adequate tubes, swabs, gloves and other supplies are maintained on tables
- Assist site coordinator in verifying setup and closing tasks are completed
- Assist site coordinator in identifying solv information and bagging tubes in time for courier pickup
- Filled in at stations to accommodate break rotation
- Stayed with the Lead coordinator to ensure a buddy system for closing.
- Worked in general positions in absence of other task needs.

#### **Project Coordinator| Wave Broadband Bothell, WA | 2019-2020**

- Data entry analysis vetted and processed orders that would come in from sales
- Processed checklist to qualify and make sure that the order has all the correct components
- Scheduled projected install dates
- Created workbooks for the construction team
- Assigned orders to Project Managers for implementation

#### **Owner And Operator | S&S Tile LLC. Mountlake Terrace, WA**

- Developed and executed layout and installation of tile and fixtures based on customers needs.
- Accounts payable and receivable
- Payroll using quickbooks
- Scheduled consultations
- Provided outstanding customer service.
- Operation and experience of a large variety of tools

### **Education**

1990 Graduated from Shasta High School

1991 Earned a license in cosmetology

1993-95 Earned an associates degree from Shasta Community College in. business management and general education