**Peter Amara**

121 Norwich Circle, Medford, MA 02155 (617) 462-6746 [peter.j.amara@gmail.com](mailto:peter.j.amara@gmail.com)

[www.linkedin.com/in/peteramara](http://www.linkedin.com/in/peteramara) [www.musicboxpete.com](http://www.musicboxpete.com)

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**Clerical Professional/Writer**

Creative problem solver with excellent time-management skills. Both detail and big picture oriented. Outstanding writing and interpersonal communication skills. Dependable and personable.

**Tech Skills**: Proficient in Microsoft Office, Google Docs, Numbers and WordPress

**Experience**

***Feature Writer***

**Music Box Pete Blog**, Medford, MA 11/2009-Present

* Publish show previews on musical acts performing in Boston
* Cover news stories pertaining to the music industry
* Post interviews with local artists about their music
* Write special features on music related events

***Application Processor***

**Liaison International*,*** Watertown, MA Liaison International Temp 3/2016 - 3/2017

TCS Temp 8/15 - 3/16

* Utilized College Application Systems (CAS) to verify student transcripts and coursework
* Verified students grades and converted GPA info via online portal
* Provided customer service when needed to staff and applicants using the online system
* Consistently hit quota of 27-30 applications per day to satisfy daily performance metrics

***Client Services Representative***

**CCS,** Newton, MA via TCS Staffing 2015

* Processed E-Oscar dispute verifications for errors on consumers’ credit reports
* Verified accuracy of consumers’ contact information in FACS system
* Entered bankruptcy information from paper document into electronic format
* Processed consumer mail disputes

***Data Entry Clerk***

**Harvard Pilgrim Health Care**, Wellesley, MA via TCS Staffing 2014

* Processed incoming applications for the Medicare sales team
* Entered demographic info for applicants and ensured accuracy of info
* Reconciled processed applications to ensure proper count and stored for filing
* Scanned incoming applications to network drive for processing by Enrollment

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***Coding Clerk***

**Innerscope Market Research**, Boston, MA via KNF&T Staffing 2013

* Viewed and analyzed videos of focus group participants
* Coded the facial expression responses of viewers to video stimuli
* Marked respondents' answers using Microsoft Excel
* Ensured the quality and timely completion of coding assignments

***Managing Editor***

**Esente Music Group**, Beverly, MA 2010 - 2012

* Wrote and edited articles for the Esente Center Stage blog
* Managed a team of 2 writers to develop new writing content
* Maintained contact with bands to inform them of new articles
* Assisted in gathering leads for Lustro Music Management

***Legal Records Management Clerk***

**EAPD, LLC**, Boston, MA 2007 - 2008

* Created files using LegalKey for employee research
* Assisted attorneys in locating files by electronic means
* Organized and maintained law libraries, documents, and case files
* Assisted in collecting information such as employment or medical records

**Education**

***Bachelor of Arts – Criminal Justice***

**Curry College**, Milton, MA 2007

Graduated with Distinction, Curry College Honors Scholar

***Graduate Certificate – Music Industry Management***

**Northeastern University,** Boston, MA 2011

***Candidate for Graduate Certificate - Technical Writing* Middlesex Community College,** Bedford, MA 2017