**AMANDA HALVERSON**

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**EXPERIENCE**

Executive & Administrative

* Managed internal and external communications for SQL Data Partners using Outlook, Teams, Gmail, Slack, and Zapier.
* Managed leads, contacts, and organizations for SQL Data Partners using Insightly: loading new leads, merging duplicates, researching company details.
* Aided in contract bidding, tracked project timelines, and created change orders for THG Construction LLC (Hermiston, OR 2004) and their subcontractors from underground work to paving and painting using Microsoft Project and Excel.

Operations & Financial Data

* Aided in a 2-year data migration project from eRoom, a document sharing and storage software, to a new software called HighQ for McGuireWoods.
* Managed internal to-do lists using Trello and began using project tracking in Azure DevOps to improve company processes before SQL Data Partners sold.
* Designed templates, aided in content writing, and edited client documents, including proposals, for SQL Data Partners using Better Proposals, Word and Excel.
* Learned beginning data visualization skills at SQL Data Partners using PowerBI.

Marketing & Growth

* Wrote, planned, and scheduled regular social media posts for marketing at SQL Data Partners and their podcast using Illustrator, Buffer, LinkedIn, Twitter, Instagram, and Facebook.
* Scheduled guests, edited audio and video, created marketing & social media materials, and published the SQL Data Partners Podcast using Calendly, Zapier, Audition, Premiere Pro, Illustrator, Libsyn, and YouTube.
* Tracked and examined podcast metrics, conference attendance, and social media activity at SQL Data Partners to improve processes and client experiences.

**SKILLS SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| • Data Entry | • 70+WPM | • Organization | • Scheduling |
| • Attention to Detail | • Data Analysis | • Creative/Innovative | • Automation |
| • Written Communication | • Reporting | • Spreadsheets | • Phone Calls |
| • Quality Control | • Social Media | • Graphic Design | • Audio/Video |

**SOFTWARE EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| • Microsoft Office | • Microsoft Teams | • Google Workspace | • Slack |
| • Insightly (CRM) | • Trello | • Calendly | • Microsoft Project |
| • Zapier | • Azure DevOps | • Airmeet | • WordPress |
| • Better Proposals | • Buffer | • Power BI | • Adobe Creative Cloud |

**RECENT EMPLOYMENT HISTORY**

**Data Governance Analyst**, *McGuireWoods LLP (contract)*, Richmond, VA 8/2023-12/2024

**Audio/Video Editor**, *MandyBanjo Media*, Fruitland, ID 7/2023-Present

**Operations Manager**, *SQL Data Partners, LLC*, Henrico, VA 12/2017-5/2023

**Box Office Manager**, *Eastern Washington Expos*, Pasco, WA 9/2011-Present

**EDUCATION**

**Pending - Bachelor’s in Computer Science**, *Boise State University*, Boise, ID projected 2028

**Associates of Arts**, *College of Western Idaho*, Nampa, ID 12/2025

**Engineering/Music** - 130 credits, *Clark College*, Vancouver, WA 1996, 1999 & 2005