

# Amy Kindall

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## OBJECTIVE

To find a career that best utilizes my case management and business management skills

## QUALIFICATIONS

- Conscientious self-starter with keen analytical and problem-solving skills.
- Excels in fast-paced environment that demands strong organizational skills.
- Maintains highest level of confidentiality and attention to detail.
- Expert usage of all Microsoft applications.

## EMPLOYMENT HISTORY

Career Specialist	Job Corps, Portland and Estacada, Oregon	2009 – Present
	<ul style="list-style-type: none"><li>▪ Responsible for assessment, goal-planning and case management for 240+ clients as they transition from Job Corps to independent living</li><li>▪ Extensive casenoting, documenting all my efforts and interventions</li><li>▪ Help clients become job-ready by preparing resumes and cover letters, assisting with job searches and coaching to promote job retention</li><li>▪ Promoting program to local businesses to foster employment and internship opportunities for clients</li></ul>	
Fingerprint Analyst	Oregon State Police, Salem, Oregon	2006 – 2009
	<ul style="list-style-type: none"><li>▪ Responded to inquiries from law enforcement agencies, researched cases and prepared detailed reports of my actions</li><li>▪ Provided data support for the office by inputting arrest and incarceration information into computerized database</li></ul>	
Retail Manager	Paper Garden, Keizer, Oregon	2000 – 2004
	<ul style="list-style-type: none"><li>▪ Responded to inquiries from law enforcement agencies, researched cases and prepared detailed reports of my actions</li><li>▪ Provided data support for the office by inputting arrest and incarceration information into computerized database</li><li>▪ Planned and coordinated day-to-day activities</li><li>▪ Responsible for recruiting and interviewing applicants, conducting background checks and making hiring selections</li><li>▪ Trained, coached and supervised sales associates</li></ul>	

## EDUCATION

Fort Hays State University, Kansas	Bachelor Degree – Human Services, Justice Studies and Business
Chemeketa Community College, Oregon	Associate Degree – Criminal Justice and General Undergraduate
Fort Simcoe Job Corps, Washington	Certificate – Office Administration Program, GED

## REFERENCES

Gladly provided upon request.