# **Amanda J. Matthews** 8421 Super Sixth Street Ft. Benning, GA 31905

# (360) 910-3572

**Profile:**

Accomplished business owner and B.S. graduate seeking to leverage extensive background in all aspects of running a small business to get back into the job market. Extremely motivated for career change goal and eager to contribute my knowledge and experience.

**Skills:**

* Exceptional management abilities with superior planning and organization skills.
* Strong interpersonal skills and ability to work in diverse environments.
* Experienced in the legal office environment and court proceedings as well as event planning.
* Proficient in Microsoft Office, including Word, Excel, PowerPoint, Publisher and Access.
* Competent in keyboarding, ten-key, record keeping, and general office applications.

**Experience:**

**Owner/Designer,** Cool Beanz Designs, Ft. Benning, GA — *2010-Present*

Perform primary tasks related to bookkeeping, budgeting, marketing and advertising. Adapt to changing market conditions by creating new products and promoting my business in new and innovative ways. Responsible for planning, manufacturing and delivering customer orders in a timely manner. Maintain 100% customer satisfaction with products and orders by quality control and attention to detail.

**Benning Bazaar Chair,** Community Spouses Club, Ft. Benning, GA — *Fall 2011*

Organized largest annual fundraising event for the CSC. Confirmed venue, attained required permits, prepared vendor application and advertising material, maintained communication with vendors and club board, organized volunteers and vendors for the days of the event, delegated advertising responsibilities. Remained well within budget and raised more funds than in previous years.

**FRG Secretary,** 598th Maint. Co. FRG, Ft. Benning, GA — *2009-2011*

Attended all FRG and Command steering meetings, recorded minutes and maintained chronicle, tracked volunteer hours and helped organize fundraisers and FRG events. Received recognition awards for outstanding volunteer service and selfless dedication.

**Organizer,** Ft. Benning Army Wives Group, Ft. Benning, GA — *2009-2011*

Recruited 200+ members to a community group. Maintained a full calendar of events by organizing weekly, monthly and larger annual holiday social events. Managed budget for events and group website, implemented monthly membership incentives and sought out sponsors from the community for funds. Developed an organizing team and delegated tasks efficiently. Enriched community and aided in developing many individual support groups.

**Legal Assistant/Office Administration,** James D. Mullins, Vancouver, WA — *2005-2009*

Prepared court pleadings and transcribed documents, arranged appointments, managed office database program Amicus Attorney, utilized Timeslips for billing and office administrative duties. Maintained office organization and filing system.

**Apprentice Funeral Director/Embalmer,** Hamilton-Mylan Funeral Home, Vancouver, WA — *2003-2004*

Arranged services for deceased following the desires of the family, this included removing, handling, sanitizing, preparing, embalming, dressing, and casketing human remains as well as managing individual cases and preparing proper legal documents.

**Donor Registration/ Volunteer,** Puget Sound Blood Center, Bellingham, WA — *2002-2003*

Greeted and registered blood donors and maintained a clean and organized workstation. Recognized in a monthly company newsletter for recruiting new and repeat donors.

**Education:** *September, 2000 – June, 2003* Western Washington University

**Bachelors of Science in Biological Anthropology** Bellingham, WA

*June, 1998 – June, 2000* Clark Community College

**Associates of Arts in Science**  Vancouver, WA

**References available upon request**