**Amanda Drenner**

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Portland, Oregon 97206 (503) 421-3002

**EDUCATION**

**A.A.S. Paralegal,** December 2012

Portland Community College

**A.A.S. Computer Programming and Applications,** December 2002

Santa Fe Community College - Gainesville, Florida

**A.A.** **Associate of Arts,** May 2001

Santa Fe Community College - Gainesville, Florida

**COMPUTER SKILLS**

**Operating Systems/Software**

* Windows '9X, 2000, XP
* Proficient in Word, Access, Excel, Power Point
* Oracle 8i, MS Visual C++, MS Visual Studio 6.0, Photoshop 3.0, Dreamweaver, Fireworks

**Programming Languages**

SQL, Java, C++, HTML, XHTML, Visual Basic, VBA

**EXPERIENCE**

**Bridge City Legal,** March 2006 – November 2011 Portland, Oregon

***Shift Manager***

* Floor In Charge for imaging and production departments
* Graphics Specialist – creating trial exhibit boards/demonstratives using Photoshop
* Trainer, QC specialist, bates labeling
* Billing data entry, reception relief
* Co-authored Standards and Procedures Manual

**IKON,** May 2005 – March 2006 Portland, Oregon

***Support Services Specialist***

On site Resource Center located at Bullivant Houser Bailey PC

* Photocopy, QC, bindery specialist
* Operate and maintain office equipment
* Handle all incoming/outgoing mail, interoffice mail, faxes, and deliveries
* Provided in house messenger service
* Assist with hospitality duties such as maintaining conference rooms and setting up lunch meetings

**Dunn Carney Allen Higgins & Tongue LLP,** March 2003 - November 2004 Portland, Oregon

***Service Center Manager***

* Handled the flow of incoming/outgoing mail, faxes, interoffice mail, and deliveries
* Provided mail pick up and drop off at the Post Office
* Provided daily runs to court houses for filings and copy requests

**New** **Generation Realty and New Generation Builders,** September 2001- July 2002 Gainesville, Florida

***Office Assistant***

* Office, construction, model home cleaning
* Reception relief, errand runs

**IKON,** February 1997 - April 1998 Seattle, Washington

***Shift Supervisor***

* Photocopy, QC, bindery specialist
* Trainer
* Billing data entry

**SoHome Management,** August 1992 - December 1996 Gainesville, Florida

***Office Assistant***

Receptionist, leasing consultant, turnover cleaning