Amanda Boyd amandapboyd@gmail.com

831.801.8265

Objective: I am seeking a position in the sector of administrative work and public relations that will challenge me and allow me to utilize my organizational skills, my customer service experience, and my commitment to the workplace. I wish to gain experience in communicating with clients in a business setting, using my best judgment to assist others in need, while also learning the expertise surrounding a successful department.

**Education**

* **Northern Arizona University** 
  + Bachelor of Science Candidate in Political Science, Business, May 2011, 3.75 cumulative GPA, Student Athlete 4 years
  + Student worker at Universidad Naccional Costa Rica- UNA Volunteer Travel Planning (Study Abroad)
* **San Benito High School** 
  + Graduate, 2006, 3.75 GPA
  + Student Athlete 4 years

**Experience**

* **PF Changs**

**Server (June 2012-Present)**

* Perform a broad range of opening and closing duties
* Serve an extensive menu to a high volume of guests
* Efficiently provide guests with all steps of service
* **Oregon Sports News**

**Writer (June 2012-Present)**

* Advanced writing, online management, and documenting skills
* Plan and execute various topics, submit articles before strict deadlines
* Maintain an organized blog and website including posting podcasts and images
* **Rojas Running Company**

**Receptionist/Administrative Assistant (June 2011-May 2012)**

* Assist Director with athlete inquiries, appointment scheduling, and planning
* Organize and conduct community and workout research
* Receptionist duties including filing, organizing, recordkeeping, and data entry
* Advanced marketing, media and community outreach skills
* **Little America/Sinclair Oil**

**Banquet Server (May 2009- May 2011)**

* Organize and set up large elaborate events at a high turnover rate
* Responsible for training new employees
* Hands on sales experience with corporate sales team
* Ability to set up AV systems including multi-line phone and microphone systems

* **Java Stop**

**Key Holder/Asst. Manager (May 2005-August 2006)**

* Open/ close store, direct various operations; broad knowledge of customer service functions
* Extensive planning of locations to travel to in order to serve those in the local communities
* Operate monetary tasks including transferring money to owner
* Extensive budget planning
* **Skills**
  + Advanced Microsoft Office skills, strong knowledge of MAC and PC systems
  + Adobe Reader, Microsoft Outlook, QuickBooks
  + Ability to operate all office and computer equipment
  + Highly organized, timely, and proficient in the workplace