Amanda Proffit

1570 Planewood Dr.
Colorado Springs, CO 80910
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SUMMARY OF QUALIFICATIONS	I am a college student pursuing a degree in Computer Information Systems, who is in search of a position to utilize my skills while gaining experience in my chosen field. I possess the ability to work well with others and have excellent research, problem solving and time management skills.

COLLEGE COURSEWORK

Technical Coursework

Computer Science: Java	Problem Solving: Visual Basic
Computer Literacy	Networking Fundamentals
Computer Science 2: C++	Into to Web Authoring: HTML
Intro to Operating Systems	Complete PC Database
Database Design & Development	Complete Spreadsheets: MS Excel

WORK EXPERIENCE

Manager (full-time)
 Fox and Hound Colorado Springs, CO 80922
March 2017 to September2018
- Conducted first-round interviews to hire staff
- Assisted in hiring process by inputting employee details into company data base
- Adhered to labor budgets
- Created schedules based on labor goals
- Provided leadership and coaching to staff
- Established new training material for staff
- Performed accurate safe content counts twice daily
- Conducted weekly inventory and troubleshooting missing inventory
- Assisted Event Coordinator with current events

Shift Leader (full-time)
Fox and Hound Colorado Springs, CO 80922
January 2017 to March 2017 *(Promoted)*
- Assisted in multiple restaurant aspects including cooking, bartending and customer satisfaction
- Ensured staff was up to date on current events
- Compiled nightly reports
- Identified and resolved staffing issues and customer concerns

Server (full-time)
Fox and Hound Colorado Springs, CO 80922
February 2013 to January 2017 (Promoted)
- Responsible for outstanding customer service
- Performing nightly cash outs
- Training new staff members

EDUCATION

Pikes Peak Community College, Colorado Springs, CO 80906
Associates of Applied Science in Computer Information Systems — GPA 3.3
Expected Graduation Date — May 2020