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| **Amanda Proffit**  1570 Planewood Dr.  Colorado Springs, CO 80910  719-357-3285 amandamarie2567@gmail.com | |
| **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 |
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