

# Amanda Davis

## **Office Management/Administration**

Littleton, CO 80127

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424-212-0046

### **OBJECTIVE:**

To obtain a position within a company where my Managerial, Administrative and Customer Service skills will be fully utilized to contribute to the company's efficiency and productivity.

Willing to relocate to: San Bernardino, CA - Redding, CA

Authorized to work in the US for any employer

## **Work Experience**

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### **Office Specialist**

Creative Installation Solutions - Englewood, CO

July 2019 to Present

- Maintains a variety of records requiring classification and compilation of varied information
- review or prepare records, reports, forms or other documents of various kinds pertinent to assigned function(s); personally investigate complicated problems or errors.
- Follow up on All Expediting Reports from Clients
- Plan and prioritize workload to meet set deadlines
- Assist staff with special projects as directed

### **INSTALLATION ASSISTANT**

XYBIX, SYSTEMS, INC - Littleton, CO

September 2018 to April 2019

- Scheduled Installers for all upcoming projects
- Managed the Installation Calendar
- Made travel arrangements for each installer
- Hire third party companies to assist on projects
- Controlled all escalated issues in the Installation Department
- Initiated changes to help projects run smoothly
- Created and operated Excel spreadsheets
- Occasionally Processed last-minute part orders through shipping
- Handled some Accounts Receivable/Payable

### **OFFICE ADMINISTRATOR**

FARLAND CLASSIC RESTORATION

June 2018 to September 2018

- Data Entry
- Light bookkeeping (QuickBooks)
- Build and Operate Excel spreadsheets
- Answer/direct phone calls
- Accounts Receivable

- Accounts Payable

## **OFFICE MANAGER /ACCOUNTS PAYABLE**

PASSION BEAUTY, INC

June 2008 to June 2016

- Processed Data Entry and Payroll for the weekly sales reps
- Posted all transactions for the company as well as reconciled accounts
- Handled accounts payable and accounts receivable
- Fulfilled all invoices and order processing
- Answered a multi-line phone system, and routed the calls to individuals and voicemail
- Initiated changes to improve the business
- Controlled all escalated issues for the company
- Managed company Trade Shows annually
- Trained new employees regarding office procedures and policies
- Monitored and documented inventory stock levels for future orders
- Handled shipping & receiving, Domestic and International, specifically with UPS World ship or Fedex Ship Manager

## Education

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### **Bachelor's in Criminal Justice**

Strayer University

April 2020 to Present

## Skills

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- QuickBooks
- Account Reconciliation
- Accounts Receivable
- Calendar Management
- Accounts Payable
- Office Management

## Additional Information

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• I am currently going to school for my BS in Criminal Justice. I am efficient in problem solving, multi-tasking, and creative thinking, I am very detail oriented, and highly dependable. I am a great team player and work great with others. I am also proficient in Peachtree, Salesforce, QuickBooks, Microsoft Office, Mac IOS, Outlook, Act, Ups World Ship, and Fed Ex Ship Manager. I am very organized, motivated, hardworking, very focused, and a quick learner. I am looking to land my career that will allow me to gain experience in the Criminal Justice Field.