

# *Amanda McVey*

Denver, CO 80228 – 303.472.3590 – amcvey5715@gmail.com

## Qualifications

I am an exceptionally well organized self starter focused on outcomes.

## Professional Experience

Harvard Benefits--Denver, CO September 2013--Present  
Recruiter- I am responsible for interviewing, hiring, and training sales representatives, as well as managing and editing job advertisements. This is a work from home position.

Ashford University—Denver, CO February 2012—September 2013

- Admissions Counselor- I was responsible for enrolling students and helping them get through their first course.
- Student Advisor-- I was responsible for building relationships with a diverse population of online students. I ensure that their finances and academics are both in order.

Knowledge Learning Corporation – Arvada, CO March 2011—December 2011  
Learning Adventures Teacher – I was responsible for tutoring children on phonics, math, music, and cooking.

YAP Inc. – Thornton, CO January – May 2011  
Youth and Family Advocate – I worked with troubled adolescents and their families helping to improve and strengthen the family unit.

Area Mental Health Center – Garden City, KS March – August 2010  
Psychological Group Leader – I assisted children with Severe Emotional Disturbance, SED, in adjusting to and functioning in a group setting.

Randall K. McVey, DMD- Garden City, KS March 2009-October 2010  
Office Assistant – I helped arrange the filing system, maintain dental records and schedules, data entry, and mailing insurance.

Garden City Community College – Garden City, KS 2008 – 2009  
SRS Tutor - I provided one-on-one instruction to students in the disciplines of English, math and science.

## Education

Bachelor of Arts in Psychology July 2011  
Argosy University – Phoenix, AZ

Associate of Science in Psychology December 2009  
Garden City Community College – Garden City, KS