

Amanda Good

Supplemental Specialist - C&H Group Inc

Brighton, CO 80601

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(303)210-3064

Work Experience

Supplemental Specialist

C&H Group Inc - Northglenn, CO

We are a general Contractor, I made work orders, worked with insurance companies. High phone intake. Did scheduling for the company and helped problem solve. Time sensitive work.

Visual Inspector

CoorsTek - Golden, CO

I visually inspected thousands of parts a day, taking out all of the defective pieces. I had to keep up with inventory and make sure we had the parts in the right area and know where to put them. I worked on different computer systems and had to learn about new parts the moment I got them and read their spec sheet. It was about Quality and Quantity in a timely manner; Quality first, then came the Quantity.

Youth Advocate

Denver, CO

I worked, independently, with children and their families to set and achieve goals. Help the child find their voice, and help them with life choices, and skills. Must plan ahead to schedule the week and help child with everyday life and to be able to have the child excel in life. Scheduling, filing, paperwork, planning, low phone intake, and time management.

Office Manager

Honest Cleaning Inc - Denver, CO

Ran an office while doing paperwork, data entry for whole company, processing, billing, filing, answering a high phone intake, as well as make schedules and help with payroll. Helped with employment, and employee review. Time management was essential for the company to run well..

Service Clerk

King Soopers - Brighton, CO

Handled money and products while helping customers. Handled returns, money orders, lottery, tickets, and medium phone intake. Time management was essential for customer satisfaction.

Education

Bachelors Degree in Going to start continue schooling soon

Brigham Young University - Brighton, CO

Skills

45 WPM, FAST LEARNER

Additional Information

SKILLS

Type 45 WPM Fast Learner Organized Personable
Focused Clean Hardworking Loyal