

Amanda Merrill

Sterling construction Management

Nunn, CO 80648

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Sterling Construction Management

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Fuel Truck

Sterling Construction Management, LLC - Sundance, WY

April 2019 to Present

Business Manager

Balanced Equation - Windsor, CO

June 2016 to October 2016

Project management duties keeping all accountants on top of scheduled tasks including weekly project management meetings to target important projects. A/R - Billing and receiving payments for invoices. Daily receptionist duties. Tax return processing. Research into technology that can benefit the firm. Keep calendars for CEO and self to make sure there are not conflicts. Handle questions from clients via email or phone calls. Receive client documentation and correctly filed and processed incoming paperwork.

Customer Service Representative

South Cheyenne Water and Sewer District

December 2010 to March 2016

Accounts receivable department. Answered customer requests and questions. Received payments and balanced drawers and deposits. Used the Microsoft Office to compose letters, envelopes and spreadsheets. Received and distributed mail. Composed reports and bills along with closing out customer accounts. In the primary position for the ARC GIS mapping program. Received data and transferred into ARC. Corrected any errors within the program along with adding data where needed. Uploaded data into the large cloud based system. Emailed and faxed reports off of the programs to multiple sources.

Customer Service Representative

ACS

September 2005 to April 2007

Customer service answers client calls and questions dealing with insurance. Computer notes and skills were required along with a extensive knowledge of Medicaid.

Education

ASSOCIATES in BUSINESS ADMINISTRATION

ARGOSY UNIVERSITY - Chicago, IL

Skills

- RECEPTIONIST (7 years)
- CUSTOMER SERVICE (6 years)
- RETAIL SALES (6 years)
- MICROSOFT OFFICE (5 years)
- MS OFFICE (5 years)
- ArcGIS
- AutoCAD
- Data Collection
- GIS
- Research
- Writing Skills
- Computer literacy

Certifications and Licenses

Colorado Flagger Certification

September 2020 to September 2025

Assessments

Scheduling Skills — Highly Proficient

September 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

Organizational Skills — Highly Proficient

September 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

Receptionist — Highly Proficient

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Construction Safety — Expert

March 2020

Using safe practices while on a construction site

Full results: [Expert](#)

Front Desk Agent (Hotel) — Highly Proficient

August 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Highly Proficient](#)

Work Style: Reliability — Proficient

March 2020

Tendency to be dependable and come to work

Full results: [Proficient](#)

Attention to Detail — Highly Proficient

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Data Entry: Accuracy — Highly Proficient

August 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Work Style: Conscientiousness — Highly Proficient

March 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Workplace Safety — Highly Proficient

April 2020

Using safe practices at work

Full results: [Highly Proficient](#)

Customer Service Manager — Highly Proficient

August 2020

Managing customer service representatives and resolving customer issues

Full results: [Highly Proficient](#)

Night Auditor (Hotel) — Expert

August 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Expert](#)

Customer Focus & Orientation — Highly Proficient

August 2020

Responding to customer situations with sensitivity
Full results: [Highly Proficient](#)

Work Style: Reliability — Proficient

September 2020

Tendency to be dependable and come to work
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS & ABILITIES

Extensive customer service skills with knowledge of Microsoft Office and multiple other computer programs. I am very computer competent with quick learning skills. My degree has helped me succeed in the planning and management portion of my jobs along with my minor in accounting has helped start and run a successful business from a business manager standpoint. I am extremely dedicated and eager to learn and want to pursue a career that I can learn and grow in as well as advance within the company I will work for.