

# AMBER CHESLEY

Greeley, CO | 2315 9<sup>th</sup> Ave Greeley, CO 80631  
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## EXPERIENCE

### OFFICE ASSISTANT

Rocky Mountain ADA Center | Greeley, CO  
JUNE 2023 – AUGUST 2023

- Assisted with research: Collaborated with team members on research initiatives, contributing to data collection, analysis, and project coordination
- Tracked inventory: Demonstrated strong organizational skills in monitoring and managing inventory, ensuring that essential supplies were readily available to support office operations

### WATERFRONT DIRECTOR

Boy Scouts of America | Belgrade, ME  
SEASONAL WORK 2017-2022

- Developed and implemented program schedules: Designed and executed engaging and structured programs, enhancing the scouting experience for participants while adhering to safety protocols and regulations
- Tracked inventory of multiple program areas: Demonstrated strong organizational skills by maintaining an accurate inventory of equipment and supplies, ensuring their availability and readiness for activities

### SPECIAL PROJECTS ASSISTANT

University Financial Aid Office | Farmington, ME  
SEPTEMBER 2016 – MARCH 2020

- Directed phone calls and students: Skillfully managed inquiries and phone calls, providing helpful information and directing students to appropriate resources, ensuring a smooth and positive experience for all
  - Filed and scanned confidential documents for the graduate and undergraduate school: Maintained the integrity of sensitive information by efficiently organizing, filing, and scanning important documents, contributing to data accessibility and compliance
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## EDUCATION

### MASTERS OF ARTS IN RAHABILITATION COUNSELING

University of Northern Colorado  
AUGUST 2021 – (EXPECTED) MAY 2024

### BACHELOR OF ARTS IN PSYCHOLOGY

University of Maine  
AUGUST 2016 – MAY 2020

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## SKILLS

- Independent
  - Attention to Detail
  - Adaptability
  - Amiable
  - Exceptional Communication
  - Organiation
  - Work Ethics
  - Interpersonal Skills
  - Problem-Solving
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