

Amber D'Amico

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Thornton Colorado

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Education

Mapleton Public Schools- Academy High School

Thornton, Colorado

Metropolitan State University

Denver, Colorado

Work Experience

- **Administrative support for Exela Technologies and Pricewaterhouse Coopers** (March 2019 – July 2019) Receptionist, mail room, conference room maintenance, organizing office.
- **Parts driver and Warehouse Maintenance at American Mechanical Services** (March 2017 – July 2018) Drive parts all over Colorado, organize warehouse, parts and paperwork, answering phones, maintaining fleet vehicles.
- **Customer Service Representative at David's Bridal** (December 2016 – March 2017) Dealing with customers, answering phones, managing money transactions, scheduling appointments, organizing store.
- **Technical Specialist in United States Army** (August 2016 – October 2016)
Discipline, leadership skill, marksmanship medal.
- **Volunteer for a day care service (Bullfrogs and Butterflies)** (2013-2015)
Administrative tasks including scanning and faxing documents, Help teachers with the kids, greeting and signing in the parents, etc.

Honor Awards

- Reserve Officer Training Corps. Good conduct Award 2012 to 2016
- Reserve Officer Training Corps. Physical Fitness Award 2012 to 2016
- Reserve Officer Training Corps. Excellent Academic Achievement Award 2012 to 2016
- Skyview Academy Honor Roll 2013 to 2016
- Metropolitan State University Deans list with 3.5 GPA 2018

School Activities

- Skyview Varsity Tennis Team 2012 to 2014
- Senior Leader Ambassadors 2015 to 2016
- Gay Straight Alliance Financial Manager 2012 to 2016
- The Rebellion Technical Club 2014 to 2016
- Reserve Officer Training Corps. Financial Manager 2014 to 2015
- Reserve Officer Training Corps. Logistics Officer January 2016
- Technology Student Association 2015 to 2016
- Precision Flight Club 2018- present

Skills

- Work well with adults, children, and animals
- Hard working
- Fast learner
- Knowledgeable with technology
- Excellent at collaboration
- Excellent listening skills
- Proficient in public speaking
- Energetic
- Disciplined
- Well organized
- Administrative tasks