

Amanda Higgins

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Job Objective:

I am seeking a job of increasing responsibility that will utilize my present skills and develop additional skills.

Qualifications:

Excellent customer service, able to answer multi-line phone, take messages, file, operate photo copiers, proficient with Microsoft Office, PC and Mac.

Education:

Horizon High School
Thornton, CO 80241
Diploma – May 2009

Experience:

*Escrow Processor I / Receptionist, Stewart Title
January 14, 2013 – July 26, 2013*

Responsible for processing files, main line phone, directing phone calls. Maintaining supply order, scheduling closings, assisting closers, cleanliness of closing rooms, greeting and seating clients. Data entry, copying, filing, processing Refinance files, processing Lender requests.
Learned and followed procedures.

*Processing Title Assistant, Processing, PAC Department, Guardian Title Agency, LLC.
May 29, 2012 – January 10, 2013*

Responsible for data entry, answering phones, calling clients, communicating with closers, ordering CIC/HOA documents, Order Entry, Home Book creation. Processed title, Water Bill status requests, paying water bills, sending out recordings.
Learned and followed procedures.

*Member Service Representative, Public Service Credit Union
April 2, 2012 – May 25, 2012*

Responsible for member transactions, processing deposits and withdrawals. Opened and closed branch, balanced teller drawer as well as branch. Processed loan payments, handled cash transactions.
Learned and followed procedures.

*Member Service Representative, Credit Union of Colorado
December 27, 2010 – March 23, 2012*

Responsible for member transactions, processing deposits and withdrawals. Processed loan payments as well as mail transactions. Processed Night Drop deposits, balanced ATM, Branch, Teller Drawer. Opening and Closing procedures performed.
Learned and followed procedures.

Comments:

I enjoy working with people and being in a busy environment. I am an excellent worker who is responsible and accurate with my work. I work in a timely and efficient manner. I have had Notary training and am a certified Notary Public. I was a Dean's Assistant at Horizon High School for two years. I maintained two summer jobs throughout my high school career at Mile High Accounting as well as Eden II Spa. I have babysat for over 10 years, learned first aid, CPR and enjoy working with children and animals.