

Amanda Oller
Westminster, Colorado
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EDUCATION

University of Colorado Boulder

Boulder, Colorado

Bachelor of Arts in Sociology

Activities: Criminology Buffs Club; fundraising committee member

Graduated: May 2013

RELATED EXPERIENCE

Personal Assistant- The Smith Family, Los Altos Hills, California

Summers 2009-2012

- Set up an organization system for the home
- Input data into various computer programs
- Handled finances while completing errands
- Developed strong administrative skills

Auction Assistant- Stanford University's Bing Nursery School, Stanford, California

Summer 2011

- Contacted donors and coordinated with nursery school staff
- Maintained the donation records
- Created and put together décor for the event

OTHER EXPERIENCE

Private Nanny- The Waugh Family, Erie, Colorado

August 2010-Present

- Transporting kids from school and to and from activities
- Organizing and overseeing their daily tasks
- Responsible for scheduling activities

Private Nanny- The Nolte Family, Los Altos, California

December 2008-August 2009

Summers 2010 & 2011

- Picked children up from school
- Tutored and assisted with homework and projects
- Managed and planned their time and activities

SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office
 - Strong verbal communication
 - Multi-task oriented
 - Strong organizational skills
 - Exemplary writing and editing skills
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VOLUNTEER EXPERIENCE

- United States Presidential Election- Poll Worker, San Jose, California
 - American Little League, San Jose, California
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