

Amanda Pierce

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SUMMARY

Talented, successful business professional with extensive experience in providing best-in-class support and deliverables within a variety of functions that support the business. Dedicated individual contributor and team member who consistently completes duties and tasks that improve efficiency and performance, and resolves problems. Proven success in completing a variety of complex responsibilities within compressed timeframes.

EXPERIENCE

Celebrity Personal Assistant (Daytime Drama “One Life to Live” – NY, New York), Jan.2011–Aug.2011
Managed tasks and assignments in support of a television personality’s short- and long-range schedule and plans. Sample duties included:

- Reviewed, monitored, and responded to the principal's email. Answered calls and handled inquiries. Prepared correspondence on the principal's behalf.
- Commissioned work on the principal's behalf. Liaisoned with internal and external contacts regarding business and personal matters.
- Managed the principal's electronic schedule and (booked meetings and appearances). Organized travel and prepared travel itineraries.
- Planned, organized, and managed events.

Independent Consultant, 2006 – 2010

Managed the timely completion of a major residential construction project. Scope of project included:

- Prepared designs, calculations, sketches, diagrams, schematic drawings, and final working drawings (including photographs and field measurements) for extreme renovation. Designed multiple project concepts and ideas (including cost estimating) for consideration.
- Created a variety of technical drawings related to existing and proposed floor plans; and fine engineering details (interior and exterior).
- As general contractor, negotiated and finalized terms and conditions with subcontractors and other vendors. Maintained oversight to insure quality workmanship, compliance with standards, and timely completion of assignments...including after hours dedication.

Christopher Rice Architecture 2002 – 2006

Position: Project Architect

Charged with providing general and specialized technical assistance to senior project architects within the firm. Responsibilities included:

- Designed and prepared a variety of architectural designs, concepts, and working drawings for use during project completion (renovations and new construction). Managed the completion of all required construction documents for necessary township approvals.
- Participated in client presentations for designated projects – advising on recommendations, renovations and restorations.

Smith Barney Investments

1999 – 2001

Position: Operations Assistant/PC Computer Technician

Provided a variety of routine technical and operational services to the sales and financial planning groups in the branch; including first-level computer support and maintenance for designated branch offices (maintenance, software training, and completing network data backup on a daily basis).

American Hockey & Ice Skating Center

1993 – 1998

Position: Department Coordinator

Independent responsibility for designing and directing the summer hockey programs for the center; including the creation of all marketing/promotional materials, organization and computerization of registration and payment records, development of game schedules and rosters, and managing incoming customer calls related to questions, issues, or the operations of the center (e.g., booking ice time).

COMPUTER SKILLS

MS Office Suite (Word, Excel, PowerPoint, Adobe Photoshop, AutoCAD Architecture 2010). Proficiency with a variety of hardware and software programs (proprietary and non-proprietary) for business use.

EDUCATION

Monmouth University
Bachelor of Arts Degree