

Amanda J. Elliott

Goal

To obtain a position at the Merit Corporation, follow through with a bachelor's degree in business marketing, and secure a position in the marketing department.

Professional Qualities

- Able to focus, concentrate and accomplish tasks independently
- Efficiently communicate and listen in a business environment, use appropriate telephone and e-mail skills
- Outstanding organizational skills, detail-oriented, positive interaction with others

Education

- Windsor High School, Windsor, Colorado
High School diploma, May 2004
 - Business Classes: Web Design, Computer Graphics, PC Applications I-II, Advanced PC Applications, Business Office Education, Cooperative Office Education, Introduction to Business and Sales
Business GPA: 4.0

Work Experience

- Hewlett-Packard Co., 3404 East Harmony Rd., Fort Collins, CO 80528, 970-898-0502
August 2003-present
Supervisor: Lori Stevens (970) 898-9145
 - Complete vital paperwork for domestic and international shipments
 - Process online orders, reconcile credit card charges, and process receipts
 - Update travel calendar, reserve conference rooms, create work orders, update employee spreadsheet

Technical Skills

- Proficient in the Microsoft Suite: Word, PowerPoint, Excel, Access, Explorer, Publisher and Outlook
- Placed 2nd in the Windsor District Showcase for website design
- Keying Speed: 68 WPM/ 97% accuracy
- Effectively use digital sender, digital camera, fax and copy machine

Future Business Leaders of America Leadership (2000-2004)

- Vice President (2003-2004), Secretary (2002-2003)
FBLA District Leadership Conference (2003-2004), District Award: 10th in Public Speaking II
FBLA National Fall Leadership Conference (2003-2004)
FBLA Community Service Activities:
 - Colorado Adopt-a-Highway Cleanup project (2002-2003)
 - Crop Walk (2002-2003): 12-mile walk with FBLA team that raised \$2003
 - Halloween Hustle (2003)
 - Komen Denver Race for the Cure (2003): 3-mile walk with team that raised \$600
 - Spirit Link Project 2003 – Raised \$587 for breast cancer

Leadership Development

- Secretary of Student Council (2000-2001)
Windsor High School Basketball (2000-2001)
 - "Most Improved Player of the Year" and Academic All Star Awards (2001)
- Windsor High School Varsity Cheerleading (2002-2003)
 - Varsity Letter and Junior Cheerleading Camp Volunteer (2002-2003)
- Piano Instruction (1995-2003)

References

- Available on attached sheet