

Amanda Stayner

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SUMMARY

- Seasoned customer service and support professional with a proven ability to multi-task, focus, and adapt to deadlines and distractions, having been responsible for serving as many as 800-1,000 people in a single evening
- Strong focus on service and volunteer activities, including helping to run a camp program for local children, an extended period of regular volunteer work at a local hospital, and support of and involvement with an international service organization

EMPLOYMENT

Consultant *summer 2009-current*
Medicalis (Kitchener, ON)

- Provide online research and analysis to assist with the development of medical imaging software and to ensure that the company's resources are accurate and complete

Receptionist, Arts & Science Undergraduate Society *2008-2009*
Queens University (Kingston, ON)

- Served as first contact to students & club representatives requiring information, buying tickets, delivering items to other members, and ordering photographs and school jackets
- Assisted university staff with various clerical duties

Team Leader *2006-2008*
Galaxy Entertainment Inc. (Waterloo, ON)

- Served approximately 800-1,000 customers per shift as an usher and food service representative and trained and supervised employees in teams of 2-3
- Received Employee of the Month award in 2007

VOLUNTEER EXPERIENCE

Clerical Assisant, International Teams Canada
Volunteer, Grand River Hospital
Participant, Canadian Cancer Society's Relay For Life
Participant, Ecuador Service Trip with New Hope Community Church
Leader, Summer Day Camp at New Hope Community Church

EDUCATION

Faculty of Arts & Science, Queen's University current
OSSD, Waterloo Collegiate Institute (honour roll every year) 2003-2008
Deutsches Sprachdiplom II, German Language School of Concordia 2003-2007

SKILLS & INTERESTS

Fluent in German
Proficient in piano, flute, recorder, saxophone, and French horn