

# AMANDA ROGERS

[Stylishgirl8088@gmail.com](mailto:Stylishgirl8088@gmail.com)

86 Coombs Ave. Coldwater, MI, 49036

517-894-9931

## **EXPERIENCE**

### Branch ISD

#### ***Special Education Para-Professional September 2022- Present***

Moderately Cognitive Classroom. I assist in caring for the necessities of each student; self-care, adaptive, cognitive and medical. I assist in record keeping and data collection. Assist the teacher in developing realistic goals for the students. I also assist with the implementation of students' individualized health care plans.

#### **First Choice Real Estate/Thompson Construction/Properties- 455 W. Chicago St. Coldwater, MI, 49036**

#### ***Office Administrator May 2022- September 2022***

I help run multiple companies. The Real Estate, Thompson Construction, Thompson Properties and Willowbrook Associates. Answering phones, filing paperwork, updating spreadsheets, scheduling inspections, scheduling maintenance, writing construction proposals, taking payments, banking, ordering supplies, opening and closing the office and cleaning. I use Microsoft Word and Excel daily.

#### **United States postal service 7 N Main St. Quincy, MI, 49082**

#### ***Rural Carrier Associate June 2017 – June 2021***

Sort, case and deliver mail and packages.

**Infinisource 15 E Washington St. Coldwater, MI, 49036**

***COBRA Analyst*** June 2015 – May 2017

Analyze and implement companies for COBRA administration. Including Data Entry, phone communications and use of Microsoft Word and Microsoft Excel.

**Excell Staffing Coldwater, MI, 49036**

***Customer Service Representative*** October 2010 – May 2015

Take Inbound calls for DTE Energy. Calls to include billing inquiries, power outages, disconnects/turn on, and phone payments.

**Grand Rapids Building Services 1200 Front Ave NW, Grand Rapids, MI, 49504**

***Custodial Supervisor*** March 2008 – October 2010

Supervised 8-10 custodians, cleaned public schools, ordered supplies.

**Home Health Care Coldwater, MI, 49036**

***Home Health Aide*** 2003-2007

Everyday care for individuals with mental conditions. Things like cooking, cleaning, grocery shopping, personal care and financial planning.

## **Education**

**Central Texas College**

***2003 Cosmetology License***

**Pansophia Academy**

## ***1999 High School Graduate***

### **Skills**

I am very organized, I have exquisite phone etiquette, and can type 43 words per minute. I remain professional and punctual.

I am a great multitasker, kind, understanding and honest. I also taught Sunday School and Junior church when I was 18 for 2 years. The age group was K-5.

### **References**

#### ***Excell Staffing and Infinisource***

Lacey Paul Coldwater, MI, 49036 (517)617-4290

#### ***Excell Staffing and Infinisource***

Rhonda Zinn FT. Wayne, IN (517)677-7553

#### ***Excell Staffing***

Amanda Frailey Quincy, MI (517)677-5502