

Amanda Stevenson

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Education

College of Charleston - Charleston, SC

May 2007

Bachelor of Arts in Corporate Communications with a minor in Health

Awards: Life Scholarship, CofC Foundation Scholarship, and ATEC Academic Scholarship

Courses: Personal and Community Health, Chronic and Communicable Disease, Human Sexuality, Business, Marketing, Psychology, Sociology, and Public Speaking

Lugoff/Elgin High School - Lugoff, SC

Graduated with Honors

May 2003

Professional Experience

South Carolina Medical Endoscopy Center - Columbia, SC

Front Desk Associate

May 2010 to August 2010

- Responsible for accurately and efficiently entering patient information into computer system
- Responsible for collecting and posting co-payments or balances as patient enters the office for services
- Prepares patient charts for nurse or other clinical staff
- Excel in a team atmosphere with the ultimate goal of increasing patient booking

Adelaide Adrenaline Hockey Club - Adelaide, SA Australia

Marketing Research Manager

May 2009 to August 2009

- Established marketing strategies to meet organizational objectives
- Researched trends in audience to determine what new services should be introduced
- Developed marketing plan to ensure profit growth and expansion of services
- Planned the organization's promotional activities
- Designed and contributed to the production of promotional materials
- Worked closely with the web designer to create a team website with message board promoting fan participation in the growth of the club (www.AdelaideAdrenaline.com)

Indigo Jones Restaurant - Camden, SC

Restaurant Manager

April 2008 to September 2008

- Resolved customer complaints about food quality or service
- Scheduled work hours for staff
- Totaled receipts and balanced against sales
- Recruited, hired and oversaw training of staff
- Motivated employees to work as a team
- Marketed to customers through online promotions and developed a customer database
- Met with advertising sales representatives and worked with web designer to make restaurant website

Massachusetts Convention Center Authority – Boston, MA

Event Services Intern

August 2007 to October 2007

- Assisted Event Managers, participated in site visits, and pre-convention meetings
- Learned how to create floor plans on Auto Sketch
- Set up rooms for pre-convention meetings

Event Planning Experience

Best Choice Breast Cancer Benefit Dinner - Columbia, SC

August 18, 2008

- Chose Community Medical Clinic of Kershaw County
- Planned and coordinated entire event
- Met with restaurant owner to decide layout, cost, and capacity of event
- Designed flyers, tickets, and met with local business owners for donations
- After successful event, presented the clinic with a \$2500 check
- Featured in the clinic's fall 2008 newsletter