

Amanda Stevenson

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Education

College of Charleston - Charleston, SC

Bachelor of Arts in Corporate Communications with a minor in Health

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

May 2007

Professional Experience

CAIC - Aflac Group Insurance

Agent Validation Specialist

February 2011 to Present

- Responsible for managing 17 territories and providing support to state administrators in each state
- Collecting and managing all documentation needed for agent validation
- Assisting field with all necessary contracting and licensing inquiries
- Completing group set up in a timely manner

CAIC - Aflac Group Insurance (via Career Connections)

Contract Specialist I (Temp)

November 2010 to February 2011

- Performed duties and tasks that are standardized while under minimal supervision
- Responsible for contract entry into Genelco database system
- Confirmed agent contact information was accurate and consistent with established standards, ensured required approvals are received, documents are stamped, logged, and submitted for filing and mailed in a timely manner

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