

# AMANDA "Mandie" SKELTON

DeRidder, LA 70634

337-509-0201

[Me@mandieskelton.com](mailto:Me@mandieskelton.com)

## EDUCATION/CERTIFICATES

- Louisiana Real Estate Salesperson (SALE.0995697078-INA), 2017
- Google Certificate, *Power Searching with Google*, 2013
- Serv-Safe Food Safety, 97%, 2011
- Saint Leo University, *BA Business Administration*, 2010
- Central Carolina Technical College, *AA Business Management*, 2006
- Crestwood High School, *High School Diploma*, 2002

## PROFESSIONAL EXPERIENCE

*Time ETC, Virtual Assistant*

*Telecommute/1099, Birmingham, United Kingdom, 10/18 - Current*

- Manage multiple clients on a regular basis
- Headliner App/Canva to market podcast
- Developing spreadsheet based coaching products
- Slack/WhatsApp
- Copper CRM
- LinkedIn Networking/Outreach/Prospecting
- Corporate food orders
- Accounts Payable, ACH, Wire, Credit Card
- Email Management
- Schedule Management

*Charleston Real Estate Media (FKA: Phil Shepard Photography), Office Manager*

*Telecommute/1099 - Charleston, South Carolina, 03/14 - 10/18*

- Coordinate orders with real estate agents
- Scheduling photo shoots for photographers with agents
- Invoice real estate agents // collect payments
- Review images and coordinate with post-processing for quality/agent satisfaction

*Fancy Hands - Headquarters, Director of Assistant Operations*

*Telecommute - New York, New York, 10/14 - 07/15*

- Manage hundreds to thousands of independent contractors
- Review and approve/reject assistant applications
- Coordinate to implement new onboarding techniques
- Host regular webinars for contractors
- Promote contractors to a variety of permissions/positions
- Monitor/improve quality control standards

*Fancy Hands - Internet Contractor, Assistant*

*Telecommute/1099 - New York, New York, 11/11 - 10/14*

- General research covering various topics
- Travel planning/research
- Price comparison and purchases
- Coordinating workflow with outside providers
- Scheduling

*Worsley - Young's Store 643, Customer Service Clerk*

*Sumer, South Carolina, 02/12 - 09/12*

- Provided front-line customer service
- Effectively manage a cash register
- Calculates lottery reports
- Receive and check in vendors/merchandise
- Practice cash control through effective cash drop system

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*Army and Air Force Exchange Services , Cashier / Food Service  
Shaw Air Force Base, South Carolina, 08/11 - 09/12*

- Provided front-line external and internal customer service
- Effectively Manage a Cash Register
- Process Military Star payments
- Practices "Speed of Service" while providing excellent customer service
- Assist in bi-monthly inventory counts

*Domino's Pizza*

*Pizza The Pie, Delivery Driver, Sumter/Elgin, South Carolina, 12/11 - 08/12*

*RPM Pizza LLC, Assistant Manager Level 4, DeRidder/Leesville, Louisiana, 04/08 - 12/09*

- Provided front-line external and internal customer service
- Responsible for completing daily inventory counts/controls
- Made/Posted multiple deposits daily
- Increased "add-on" sales daily
- Ordered bi-weekly inventory orders to include special promotions
- Responsible for interviewing and hiring to include paperwork such as W-4/I-9
- Created/Enforced weekly marketing schedules
- Hosted product training sessions for team members
- Successfully Completed Step 1-3 classes for managers (RPM)

## REFERENCES

Available upon request.

## BIOGRAPHY/PERSONAL

While raised in South Carolina, I threw a dart at a map and landed in Louisiana and live with my awesome dogs.

I have 3 large breed dogs (ridgeback mix, lab mix, german shepard mix), who are all rescues. In fact, my 2 oldest grew up together and were boarded together - I just adopted them a year and a half apart.

In my spare time/on the weekends, I usually take my dogs out to go hiking or camping. My furbabies quite enjoy camping and get super excited to see a tent/hammock. For Christmas Holiday, we usually go camping for a week with the family.

Helping people isn't just my career choice - but also a hobby. I open my home to touring cyclists and allow them to stay a night or two in a comfortable and safe place to recharge. (Warmshowers.org). I get to meet some of the most amazing people and hear stories from all over the world. It's great to have people enter my home as strangers and leave as friends. I still follow many of them via social media, years later.