

AMANDA COLBORN

Lincoln, NE | 402-540-4974 | Annette.colborn@gmail.com

SUMMARY

I am a self-motivated, organized, innovative and diligent professional with over ten years' of diverse experience providing general support and management of projects, individuals, budgets and logistics. Open-minded, resilient, motivated team member, with secure communication and interpersonal skills, makes decisions, resolves problems using discretion and appropriate verification techniques.

COMPUTER SKILLS

Academic online programs such as Digital Measures, SAP, Blackboard, Canvas, Travel & Transport, Event Management System (EMS) and general office programs such as Microsoft Office and Adobe suites.

EXPERIENCE

- August 2016-
Current **College of Business Building Operations Manager, UNL**
Coordinates with various vendors, internal and external university departments, units and business partners to manage special events, budgets and departmental requests for the college. Oversee operational policies, procedures, and building issues. Provide information relative to specific areas of expertise and project coordinator for ongoing building improvements, space and project management. Logistics Project Coordinator for the College of Business's new building from 2016-2018.
- July 2014-
August 2016 **Senior Administrative Support Associate, Department of Management, UNL**
Supervised and hired student worker(s), the point of contact for graduate assistants, and Ph.D. students in the department. Organized internal logistics, ten year and promotion portfolios, worked with third parties/vendors for the flawless execution of project management for the department. Served as the department's liaison to the College of Business's Accounting, Information Technology, and Undergraduate Advising and External Relations departments.
- October 2012-
August 2014 **Administrative Assistant, Harper Dining Hall UNL**
Oversaw the work of customer service employees to ensure adherence to quality standards, deadlines, and proper procedures. Worked with FML leave paperwork and worker accommodation plans. Reviewed time sheets, work charts, wage computations, and reconciled payroll and accounting discrepancies.
- December 2006-
December 2014 **Aircraft Maintainer in Electrical & Environmental, United States Air Force**
I have performed and scheduled preventative maintenance and logistics tasks. Studied blueprints, schematics, manuals, or other specifications to determine proper procedures. Coordinated efforts with other workers involved in installing, removing and maintaining equipment or components. Coordinated logistics for inspections and deployments.
- November 2000-
January 2002 **Night Manager, McDonald's**
I have managed 6-10 people, trained and developed new and existing staff. Motivated and encouraged staff to achieve targets, coordinated staff scheduling, and rotations. Tracked labor hours, income, waste control, and daily cash deposits.

EDUCATION

Bachelors of Arts, *University of Nebraska-Lincoln*

Aviation Maintenance Technology, *Community College of the Air Force*