

Omega (Amanda) Urban

Pensacola, FL | OmegaAUrban@gmail.com

SKILLS

Proficient in **Administrative Support** | Strong **Writing and Editing Skills** | **Research Abilities** | Experienced with **Microsoft Office 365** | **Attention to Detail** | **Highly Motivated, Organized, & Quick Study** | Strong **Time-Management Abilities**, Including **Multitasking** and **Self-Starter Capabilities** | Comfortable Working with **Team or Individually**

EXPERIENCE

Homeschool Teacher (7th Grade)

Hillcrest Private Academy | 2023 – 2024

- Provided comprehensive homeschool education to 2 seventh-grade students • Created personalized lesson plans, handouts, assignments, and assessments with meticulous attention to detail to ensure students' academic success
- Delivered daily instruction in writing, grammar, math, and other core subjects • Researched, fact-checked, and edited custom and AI-generated student handouts • Maintained and regularly updated a self-coded website to host resources and assignments • Integrated interactive online learning platforms (IXL) into curriculum, utilized AI assistance and other internet resources as needed • Graded assignments and accurately maintained transcripts by entering grades into computer • Facilitated regular communication with parents regarding student progress and other important updates
- Strengthened proficiency in Microsoft Office 365 and writing/editing abilities on continuous basis • Enhanced self-starting, interpersonal communication, time management, and multitasking skills

Center Manager

Check Into Cash | 2005 – 2006

- Oversaw financial goals and ensured the profitability of the center • Processed daily loan transactions, ensuring superior customer service and confidentiality • Managed data entry, faxing, filing of evening reports • Marketed services by developing business contacts and distributing flyers • Performed collection duties, including sending notices, making field and phone calls, and documenting all interactions • Completed nightly deposits and daily bank runs • Developed schedules, conducted interviews, trained and supervised Customer Service Representative

Home Centers Sales Administrative Assistant; Assistant to Export Analyst

Shaw Industries, Inc. | 2001 – 2004

Home Centers Sales Administrative Assistant, 2001-2002: • Assisted executive in launching laminate flooring in Home Depot stores across the U.S. and Canada • Acquired data, maintained and updated databases, composed spreadsheets using MS Excel • Trained and supported team of 4 temporary staff members • Placed orders for materials, assisted Field Managers and Sales Reps with various tasks and inquiries • Scheduled meetings, communicated via phone and email, took detailed messages, assembled files, created documents, and provided additional clerical support

Assistant to Export Analyst, 2002-2004: *Transferred to a new position*

- Assisted Export Analyst by researching vendor and product information, reviewing legal details for shipping to Canada, and ensuring compliance with NAFTA regulations • Prepared and distributed monthly reports to 20 executives • Trained new employee • Communicated via email and telephone, assisted callers or took detailed messages, assembled and organized files, performed various clerical duties as necessary
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EDUCATION

- **Bachelor of Arts Degree.** *The University of West Florida, 2009.*
 - Interdisciplinary Social Sciences, concentrations in Psychology and Criminal Justice.
- **Associate of Arts Degree.** *Pensacola Junior College, 2000.*
 - Pre-Law Studies / Criminal Justice
 - Phi Theta Kappa Honor Society