Omaha, NE
(402) 333-2468
afields@unomaha.edu

Amanda Fields

EDUCATION

University of Nebraska at Omaha
Bachelor of General Studies, Concentration in General Administration   Graduation: Dec. 2022

Metropolitan Community College, Omaha, NE
Associate in Applied Science, Database Administration   Graduation: Aug. 2016

SKILLS

Project Management
- Created product group financial report card - consolidated corporate financial spreadsheets into one dashboard for tracking performance
- Awarded ACI Distinction Awards 2020 and 2021 for exceptional efforts on projects
- Conducted performance reviews and management responsibilities for development support team of 23
- Led 15-member IT/Business project team through requirements definition, software selection, contract negotiation, and installation of Accounts Payable project

Communication
- Resolved internal and external network issues by providing over the phone and in person support
- Developed internal manuals for resource management tool and external customer documentation for payment processing software
- Presented to leadership team on project progress and projected sales

Budgeting
- Developed budget reporting system for production expense tracking by IT management
- Managed budget of $142,000 for spreadsheet application development project

EXPERIENCE

ACI WORLDWIDE – Omaha, NE   Oct 2020-May 2021
Business Support Analyst; Information Developer; Project Manager
Special projects support to Product Division

WADDELL & REED FINANCIAL SERVICES - Omaha, NE   Dec 2019-Oct 2020
Compliance Administrator
Office support to Division Manager and 20 financial service advisers

SEARS - Chicago, IL   Dec 2017-Nov 2019
Business Analyst
Support IT team in development of budget reporting system

MOTOROLA - Schaumburg, IL   June 2016-Dec 2017
Project Manager
Senior technical advisor and system support for financial systems group

SOFTWARE EXPERIENCE

Software Products: Word, Excel, Access, PowerPoint, Project, QuickBooks, Frame Maker, Oracle, Salesforce, Clarity
Programming Languages: SQL, Java, C++, Visual Basic, COBOL, Assembler