Omaha, NE

Amanda Fields

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# EDUCATION

University of Nebraska at Omaha

**Bachelor of Multidisciplinary Studies**

**Concentration in General Administration**

Metropolitan Community College, Omaha, NE

**Associate in Applied Science**

**Database Administration**

# SKILLS

 Dec. 2022

 Aug. 2016

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

# EXPERIENCE

**ACI WORLDWIDE – Omaha, NE** Oct 2020-May 2021

*Business Support Analyst; Information Developer; Project Manager*

* 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

**WADDELL & REED FINANCIAL SERVICES - Omaha, NE** Dec 2019-Oct 2020

*Compliance Administrator*

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

**SEARS - Chicago, IL** Dec 2017-Nov 2019

*Business Analyst*

* 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

**MOTOROLA - Schaumburg, IL** Sept. 2016-Dec 2017

*Project Manager*

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