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Amanda Fields

EDUCATION

University of Nebraska at Omaha, Omaha, NE
Bachelor of General Studies, Concentration in General Administration Graduation: Dec. 2016

Metropolitan Community College, Omaha, NE
Associate in Applied Science, Database Administration Graduation: Aug. 2008

SKILLS

Project Management

- Created product group financial report card - consolidated corporate financial spreadsheets into one dashboard for tracking performance
- Awarded ACI Distinction Awards 2010 and 2011 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 2010-May 2014
Business Support Analyst; Information Developer; Project Manager
Special projects support to Product Division

WADDELL & REED FINANCIAL SERVICES - Omaha, NE Dec 2008-Oct 2010
Compliance Administrator
Office support to Division Manager and 20 financial service advisers

SEARS - Chicago, IL Dec 2007-Nov 2008
Business Analyst
Support IT team in development of budget reporting system

MOTOROLA - Schaumburg, IL June 2004-Dec 2007
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