

AMANDA ELAINE PAIGE WALKER

716 Pickering Street, Ogdensburg, NY
(315) 854-1235
awalker3716@gmail.com

PROFESSIONAL HIGHLIGHTS

- Experience with hospital reception, scheduled, handled all incoming telephone calls / appointments, filed
- Experience working with children, cared for, implemented structure, and transported to school / activities
- Experience working with disabled adults, assisted with daily living skills, managed the housing treatment tasks for the individuals
- Experience with food industry, restaurants – server, greeter, multi-tasked, prioritized needs, followed food and safety protocols, prepared foods, interacted with the community

CERTIFICATES / SKILLS

First Aid – 2023

CPR – 2024

- *Microsoft Office Suite – knowledge of Office / Excel
- *HTML: knowledge of how to use HTML to build a website
- *CSS: Knowledge of how to use CSS to design a website
- *Python: knowledge of how to use Python to execute programs

EMPLOYMENT EXPERIENCE

<u>Title</u>	<u>Business</u>	<u>Location</u>	<u>Date</u>
DSP	United Helpers	Lisbon, IRA	May 2019-2022
Nanny	Care.Com		May 2022-2023
Receptionist	Claxton Hepburn Hospital	Ogdensburg	Mar 2023- July 2023
Server	Freight House	Ogdensburg	Mar 2023 – July 2023
Cook	Corner Deli	Ogdensburg	Dec 2023 – present
Server	Ella's on the Bay	Morristown	Jan 2024 - present

EDUCATION

High School - Lisbon Central School District
Regents HS diploma High Honor Roll GPA 94.38
June 2020

College – Clarkson University: Biomolecular Science
Syracuse University: Computer Programming, 25 credits
2020-2021
Oct 2022-
Feb 2023

*References furnished upon request