(706) 380-8043 | acole1123@gmail.com

**Amanda L. (Cole) Cantey**

**Objective**

To serve the academic or business community through excellence in accounting, finance, and business management

**Relevant Work Experience**

**The University of Georgia (Athens, Georgia)** **2006 – Present**

***College of Public Health, Department of Health Policy and Management*** **2016 – Present**
*Administrative Associate II*

* Provided financial and managerial support to the department through assisting the Business Manager with processing personnel’s, budget amendments, travel reimbursement requests, accounts payable, and inventory management, and help with I-9 and OIE processes for international scholars and students.
* Provided student services support through upload courses to Banner, clearing students to register for classes, and assisting with late course additions
* Provide event-planning service to the department as well.
* Departmental Human Resource Representative.
* Course scheduler
* Capa Liaison

***College of Education, Department of Education Theory and Practice*  2006 – 2016***Administrative Associate I*

* Provided financial support through department in assisting Senior Accountant with processing travel reimbursements, vendor payments, study aboard program payments, departmental scholarships.
* Provided customer service and departments first point of contact.
* Provided student service support for faculty in all departments programs*.*

**Old Dominion University Distance Learning Center (Athens, Georgia) 2003 – 2006***Educational Supporter*

* Provided student support through Distance Learning.
* Provided management support for Distance Learning Site.

**Education**

**Fort Valley State University (online)**

Bachelors of Science, Organizational Leadership with a concentration in Health Administration  **2020-Present**

**Colorado Technical University (online) (Colorado Springs, Colorado) 2013**Associate Science, General Studies/Accounting

**Old Dominion Job Corps (Monroe, Virginia) 2002**Diploma, Business Office Technology

**Volunteer Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

UGA Campus Community Emergency Response Team Member **2018-Present**

UGA College of Education Staff Representative Group (Athens, Georgia) **2006-2016**

Hilsman Middle School PTO President (Athens, Georgia) **2017-2019**

**Relevant Skills**

University of Georgia Systems: Vehicle Reservation, EITS Telephone Services, Accounts Payable Travel Expense, Electronic Check Request, UGA Mart, Pinnacle, Banner, Athena, I-9 System, one-source ,simpler, CAPA, OneSource, PeopleSoft

Other Skills: Microsoft Office User Specialist Certification, Event Coordinator, Fiscal Administration Certificate Training Series (FACTS), CPR Certification, University of Georgia Emergency Preparedness Certification (CERT)

**References available upon request**