

AMANDA VARELA

26 Durham Odessa, TX 79765

| amanduhgurl12@gmail.com | 432.296.1772

OBJECTIVE | I am a dedicated person who wants to use her skills and education to help others achieve using both traditional and modern approaches.

SKILLS & ABILITIES | Research Skills
Managing Multiple Priorities
Leadership/Management Skills
Planning/Organizing
Problem-Solving/Reasoning/Creativity
Teamwork

EXPERIENCE | **OFFICE MANAGER/OWNER** VARELA DIESEL LLC
SEPTEMBER 2011-PRESENT

FOUNDER/ Amanda Varela Personal Training & Nutrition Specialist
April 2012-Present

Accounts Payable/ Performance Chemical
April 2012-May 2013

EDUCATION | **ODESSA HIGH SCHOOL**, ODESSA
HIGH SCHOOL DIPLOMA

REFERENCES | **AMY ANDERSON**, PRINCIPLE
HAYS MAGNET ACADEMY
432.528.3765

TAMMY CLIFTON, Office Manager
PERFORMANCE CHEMICAL
432.332.3059