

Amy B. C. Denison

180 Butler Road, Moreau, NY 12828 (518) 859-0432 adenison09@gmail.com

DEDICATED | AMBITIOUS | LEADER | BUILDER

PROFILE

Enthusiastic professional with advanced logic and training skills, eager to develop a career path with a forward looking organization in the Project Management field. With a strong foundation in mathematics, I have extensive skills in all forms of Communication and Microsoft Office programs. I seek to join a skilled team of dynamic and innovative colleagues where I can make significant contributions for the benefit of my company and community at large.

EDUCATION

Bachelor of Arts: Mathematics

University at Albany

Minor: Computer Science

Relevant coursework: Calculus I, II, & III, Differential Equations, Linear Algebra, Advanced Linear Algebra, Statistics, Probability, Classical Algebra, Topology, Computer Science I & II

Associates in Science: Liberal Arts

Hudson Valley Community College (Troy)

Focus in Mathematics

Member, Phi Theta Kappa Honor society

Relevant coursework: Mathematics, Education, Theater Arts

WORK EXPERIENCE

**Adirondack Scenic Inc.: Travel and Hospitality Lead, Assistant to the Executive Staff – Key Holder
2014 to 2017**

Tend to the professional needs of 8 Executive Personnel.

Coordinate and purchase of corporate travel for all ADKS personnel including international travel.

Coordinate, purchase, and manage all corporate events.

Lead and execute off site company-wide events and initiatives.

Control every day office management, and corporate calendar.

Assist with Human Resource responsibilities.

Peddlers Bar and Bistro: Server

2013 to 2015

Ensure outstanding customer experience through exceptional service, an upbeat attitude and the efficiency necessary to promote a flawless presentation.

REFERENCES

Daniel Loewenstein

Arcadis - Sr. Vice President

daniel.loewenstein@arcadis.com

518-365-8722

Mike Marko

Adirondack Studios - HR

mmarko@adkstudios.com

518-638-8000 ext.215

Geoff Mielke

RPI - Strategic Sourcing Manager

mielke.geof@gmail.com

518-956-2101

AWARDS

Woodworking Specialized Achievement- 2007, Architectural Award- 2008, Curtis Lumber Scholarship- 2009

INTERESTS

Downhill Skiing; Knitting; Swimming; Traveling; Hiking, Camping, and Construction and Design Projects