

# AMANDA L. BARANGO

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## EXPERIENCE

**Dick Bailey Service Inc. , South Carolina**  
***Intake Specialist and Case Management (Remote)***  
May 2022 - August 2023

Providing excellent customer service/building client relationships  
Distributing team workflow and assignments daily  
Creating and completing daily tasks as well as estimate procedures  
Attending daily team meetings  
Reviewing/correcting/proofing client briefs  
NYSCEF, Westlaw and PACER trained

**Wayfair, LLC, South Carolina**  
***Associate Service Consultant (Remote)***  
November 2021 - May 2022

Excellent customer care services  
Placing orders/ reviewing finances  
Customer follow-ups and assigning tickets to working orders

**Ocean Bay Dental Care, South Carolina**  
***Business Associate***  
2021

Billing and Insurance  
Patient communication and scheduling  
Office maintenance of procedures and organization

**Dr. Parvizia , South Carolina**  
***Executive Assistant***  
2018-2021

Virtual/Remote Executive Assistant  
Checking emails daily  
Client relationships  
Building Workflow  
Managing contacts and setting appointments  
Booking flights  
Shopping and purchasing equipment  
Oversee Taxes/Financials  
Bookkeeping

## SKILLS

Time Management

Skillful in communications

Multitasking

18 years customer service  
experience

Professional and prompt

NYSCEF/Westlaw/PACER  
trained

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**Private Nanny and Housekeeper, South Carolina**  
**Caregiver**  
2018–2021

Infant and Toddler round care and transportation  
On call providing care for 1–5 children  
Homeschooling

**Dental Essence, Addison, IL**  
**Receptionist**  
2016–2018

Insurance/billing  
Patient scheduling  
Office maintenance/cleaning  
Mail run

**McKinley Design, Chicago, IL**  
**Design Associate**  
2012–2014

Commercial and Residential custom building  
Architectural Drawings and measurements  
Meeting with clients weekly

**Green Depot Sustainable Design, Chicago, IL**  
**Sales Team**  
2010–2012

Providing excellent customer service and sales  
Office management and team orientation  
Committed attendance to out of office company related design events

**EDUCATION**

**Triton College , River Grove, IL —**  
**Childhood Education**  
**ECE Classes and Coursework**  
**2016**

**Harrington College of Design , Chicago, IL —**  
**Bachelors of Fine Arts in Interior Design**  
**2006–2010**