Amanda Gibson-Murphy

2080 East Delmont Dr (801)502-6279 amagib08@gmail.com
Salt Lake City, Utah 84117

Summary of Skills and Qualifications

- AutoCAD 2011 software
- 3D ACAD modeling, working knowledge
- Mechanical, Architectural, Assembly and Isometric drawings
- Technical document writing
- Mathematical skills in trigonometry, geometry and probability
- Multi - Lingual: English, American Sign Language and Romanian
- Office management
- Team building
- Efficient communicator
- Respectful; Ethical; Integrity
- Detail-oriented; Organizationally-inclined
- Continuously learning
- Strives for improvement and quality
- Respectful; Ethical; Integrity

Education

Utah State University	Logan/Salt Lake City, Utah	2012 to Present
Bachelor of Science	Business Administration	3.4 GPA
Salt Lake Community College	Salt Lake City, Utah	2010 to Present
Associate of Science	Engineering Design/ Drafting Technology	3.7 GPA

Relevant Courses

Technical Drawing, Intermediate	College Trigonometry	Economics (Macro & Micro)
Intermediate AutoCAD	College Algebra	Managerial Accounting
Design Theory	Technical Writing	Business Law

Related Employment History

Drafting Intern
Lloyd Platt & Assoc. Architects **Salt Lake City, Utah** **2004-2005**
Assisting to draw and detail various residential and non-residential layouts.
Research of area laws and codes and specific needs of buildings.
Assisting in office tasks, including answering phones, greeting clients, plotting and record keeping.

Communication Assistant
Caption Call **Salt Lake City, Utah** **2012-present**
Caption phone calls for Deaf and Hard of Hearing customers.
Confidentiality and attention to detail for all call content. 96% accuracy levels maintained.

Nature Instructor/Handicraft Area Director
Boy Scouts of America **Uintah Basin, Utah** **Summer 2010**
Supervision of instructors in a residential camp environment.
Managing and encouraging lesson plan preparation, instruction and presentations.
Responsible for managing supplies and tools required for camp area operations.

Volunteer Experience

Service Mission **Romania** **2008 to 2010**
Completed an 18 month service mission in Romania, teaching adults and young adults to read, write, and speak English.

Accomplishments

Salt Lake Community College Dean's List 2007