

# Amanda Eagan

1145 NW 850th Road ~ Odessa, Missouri 64076 ~ 816-365-7761 (cell) ~ amanda@247fire.net

## *EDUCATION*

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Associate of Arts in Business  
**Western International University**

October 2006  
Phoenix, Arizona

High School Diploma  
**Pleasant Hill High School**

May 1993  
Pleasant Hill, Missouri

## *EXPERIENCE*

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### **Owner**

Odessa, Missouri

24/7 Fire Protection LLC

January 2014 – Current

- Accounting with QuickBooks and Quantum
- Project Management
- Estimating
- Design

### **Self Employed**

Odessa, Missouri

Diamonds and Dolls / 2 Sisters Creative Screen Printing

October 2001 – December 2015

- Traveled selling nationwide
- Packaged and shipped worldwide
- Prepared taxes and financials in Microsoft Office / Turbo Tax
- Designed artwork in CorelDraw
- Prepared screen printing stencils
- Created and maintained website [www.diamondsanddoll.com](http://www.diamondsanddoll.com)

### **Pharmacy Technician**

Odessa, Missouri

Red Cross Pharmacy

May 2004 - April 2006

- Helped health care providers and patients in person and by phone
- Maintained pharmacy inventory
- Organized medications for pharmacist
- Processed and filled prescriptions

### **Information Services Assistant**

Kansas City, Missouri

JE Dunn Construction Co.

May 1995 - September 1997

- Created and provided training for new software system
- Maintained Back up logs on and off site
- Department Accounts Payable
- Help Desk Manager

### **Payroll and Tax Assistant**

Pleasant Hill, Missouri

Barbs Accounting & Tax

May 1992 - December 1993

- Weekly Payroll
- Tax Preparation
- Accounts Payable/Receivables
- Receptionist