



# AMANDA GEE

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## EDUCATION

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**University of Alberta, Alberta School of Business** Graduated 2015  
**Bachelor of Commerce**

- Human Resources Management major with Marketing minor

**Northern Alberta Institute of Technology (N.A.I.T)** Graduated 2008  
**Dental Assisting Program**

- Dental Assisting Diploma

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## EXPERIENCE

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**Sales Associate** September 2017 – January 2018  
**InHouse – CX Project, Edmonton, AB**

- Interacted with clients to provide information regarding condo project, community and builder
- Established rapport with prospective purchasers
- Followed up on client leads from website and walk-ins
- Assisted with purchase agreement paperwork
- Strived for continuous improvement of project information communication

**Talent Acquisition Consultant (contract)** May 2017 – August 2017  
**Indigenous Relations - Government of Alberta, Edmonton, AB**

- Consulted hiring managers to determine a recruitment strategy that best suited their hiring needs
- Developed job postings, resume screening criteria and interview plans
- Scheduled and chaired panel interviews
- Regular use of PeopleSoft, Taleo and IMAGIS to track existing and prospective employees
- Assisted in the evaluation and selection of successful applicants
- Assessed and evaluated positions to properly compensate employees as per collective agreement
- Ensured that the recruitment process aligned with the Government of Alberta's staffing principals

**HR Specialist (contract)**

September 2015 – April 2017

**United Parcel Service (UPS), Edmonton, AB**

- Performed full cycle recruitment including: reviewing resumes (assessment of employment qualifications), pre-screen phone calls, interviews, carrying out reference & criminal background checks, submission of employment offers, and exit interviews
- Accountable for providing information regarding benefits, policies and company programs to all staff
- Experience working with union and non-unionized employees
- Scheduled and facilitated orientation and training for all new employees
- Provided weekly staffing report updates to management to appropriately gauge staffing needs
- Regular use of PeopleSoft and Taleo to manage existing and prospective employees
- Arranged and attended various job fairs on behalf of the organization

**Treatment Coordinator**

January 2015 – September 2015

**Westview Dental Centre, Edmonton, AB**

- Developed relations with patients to ensure they were informed of dental treatment, alternatives and fees
- Assessed and interpreted individual patient benefits plans
- Planned and implemented financial payment arrangements suitable to patient needs
- Regular correspondence with insurance companies to reconcile outstanding dental claims
- Provided coaching and training to employees with respect to career development
- Actively partnered with management to establish the strategic direction of the organization
- Developed content for social media platforms while ensuring alignment with the company vision, brand and objectives

**Marketing Assistant (co-op term)**

September 2013 – April 2014

**Better Business Bureau (BBB), Edmonton, AB**

- Gained exposure and understanding to working in a nonprofit setting
- Accountable for delegating and developing promotional materials for the 2014 BBB Consumer Directory magazine
- Communicated with businesses through email, telephone and fax to successfully determine their interest in the 2014 BBB Consumer Directory
- Performed market research to better understand marketing trends and offer industry insight
- Designed business advertisements using Adobe Photoshop in accordance to client specifications
- Contributed to improving sales from prior year promotional campaign by \$20,000

**Dental Assistant / Treatment Coordinator**  
**Comfort Dental Centre, Edmonton, AB**

July 2008 – December 2014

- Performed dental procedures (within scope of practice) efficiently and effectively
- Developed exceptional communication skills through the documentation and explanation of patient information (ex. insurance, treatment, medication, etc.)
- Responsible for data entry and transactions regarding dental insurance, estimates, billings, reconciliations, management of outstanding accounts and treatment reports
- Dedicated to establishing excellent patient rapport
- Supported the execution of a paperless system, and assisted the implementation of new dental processes to meet Alberta's changing standard of practice

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**TECHNICAL SKILLS**

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- Strong Microsoft Office skills (Word, PowerPoint, Excel, and Outlook)
- Well versed in the use of Google Docs and Gmail
- Familiar with PeopleSoft, Taleo, and IMAGIS
- Prepared to acquire additional technical skills and knowledge as required

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**REFERENCES**

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- Available upon request