

# AMBER D. CLINCY

1505 Sleepy Hollow Drive; Jackson, MS 39212 · 601-826-3265

[amberclincy@gmail.com](mailto:amberclincy@gmail.com)

Quality-focused Administrative Professional committed to approaching administrative tasks with tenacity and attention to detail while also having an excellent work ethic and strength in boosting company morale.

## EXPERIENCE

DECEMBER 2016 – CURRENT

**ADMINISTRATIVE ASSISTANT I**, MISSISSIPPI STATE UNIVERSITY  
EXTENSION

- Assist the Director and Associate Director with various tasks.
- Assist the Business Manager with filing certain documents.
- Manage credit card purchases and transactions.
- Manage travel reimbursement forms for the Southwest Region.
- Assist with keying payroll.
- Order and distribute office supplies while adhering to a fixed office budget.
- Coordinate domestic and international travel arrangements, including booking airfare, hotel and transportation.
- Direct guests and routed deliveries and courier services.
- Answer and manage incoming and outgoing calls while recording accurate messages.
- Open and properly distribute incoming mail.
- Greet numerous visitors, including VIPs, vendors and interview candidates.
- Assist with event planning, including associated travel and logistical arrangements.
- Screen all visitors and direct them to the correct employee or office.
- Obtain signatures for financial documents and internal and external invoices.
- Coordinate, schedule and arrange meeting and travel calendars, including business and social events.
- Coordinate board and committee meetings, including schedules and information preparation and distribution.
- Assume the roles of previous Business Manager (Reconciling, Hiring Paperwork, County Budgets, Monitoring University Pro-Card, manage accounts)

JANUARY 2015 – MAY 2016

**GRADUATE ASSISTANT**, MISSISSIPPI STATE UNIVERSITY GRADUATE SCHOOL

- Interacted and assisted prospective students with completing admission forms for graduate school.
- Performed administrative duties such as updating files, responding to emails regarding admission status, transferring calls to appropriate staff members, maintaining the front desk and assisting other staff members.
- Scanned and indexed student files and documents and input their documents into their file.
- Created student ID numbers to match their test scores.

AUGUST 2015 – APRIL 2016

**INTERN**, MISSISSIPPI 16<sup>TH</sup> DISTRICT ATTORNEY OFFICE

- Filed old court cases into the filing system.

- Assisted the Pre-Trial Director in conducting interviews with those defendants who agreed to be put on the program.
- Assisted the Bad Check Unit Director with keeping a record of the cash intake received daily.
- Assisted the administrative assistant with day-to-day office activities.
- Filed all case pleadings in a timely manner
- Assisted with Interviewing witnesses

## EDUCATION

MAY 2016

**MASTERS OF PUBLIC POLICY AND ADMINISTRATION**, MISSISSIPPI STATE UNIVERSITY

MAJOR: PUBLIC POLICY AND ADMINISTRATION

MAY 2014

**BACHELOR OF ARTS**, MISSISSIPPI UNIVERSITY FOR WOMEN

MAJOR: POLITICAL SCIENCE

MAY 2012

**ASSOCIATE OF ARTS**, HOLMES COMMUNITY COLLEGE

MAJOR: LIBERAL ARTS

## SKILLS

- Advanced Microsoft Office Knowledge
- Organized and Detailed
- Personable and Approachable
- Works Well Under Pressure
- Travel Administration
- Results-Oriented