

Amanda McConkey joined the Triangle team in 2013. As Administrative Coordinator, Amanda is at the center of much of Triangle's internal activity. Whether answering doors and phones, preparing payroll reports, or doing various administrative tasks, her ability to balance multiple and competing priorities helps the team every day.

On the more creative side, Amanda helps to organize, inventory, purchase and make props for all of Triangle's assembly programs. From giant garbage "arrangements", to costume purchases, to signs for the assemblies, Amanda enjoys handling and fashioning items to bring assemblies alive in creative and practical ways.

As scheduler of multiple WRR programs, Amanda works with teachers, principals, school staff and parents to find the times and workshops that best fit their needs. She is also in charge of developing, updating and sending out marketing materials, maintaining marketing listservs and researching potential contacts at various eligible schools. Her efficiency and friendliness is very useful in scheduling various workshops and assemblies in the hundreds of schools we serve across Snohomish County and King County.

Amanda is valued for her warm and inviting presence, her "can do" attitude, and her ability to get a project done quickly, accurately and efficiently.

EDUCATION AND TRAINING

–B.A., Eastern University, Political Science

SKILLS AND EXPERTISE

Scheduling
Organization
Communications
Program Evaluation
Document Production
Data Entry

Selected Project Experience

City of Bellevue School Recycling Assembly & Workshop Program, Grades K-5, 2013 – 2016:

- Schedules all elementary school workshops.
- Sends out and tracks teacher evaluation materials.
- Updates project databases and provides monthly progress reports.
- Assists in creating evaluation reports for all programs.

Republic Services Waste Reduction and Recycling School Program, 2013 – 2016:

- Schedules all elementary and secondary workshops.
- Communicates with teachers, parents, presenters and other school personnel to schedule and evaluate programs.
- Assists in researching, updating, and creating workshop and assembly materials.
- Maintains tracking spreadsheets for all programs and materials delivered to schools.
- Coordinates with technical assistance representatives to order and distribute waste reduction and recycling supplies to various schools.
- Assists in creating evaluation reports for all programs.

Seattle City Light Climate Change Education Program, 2014 – 2016:

- Markets and schedules elementary assemblies as well as elementary and secondary classroom workshops.
- Updates and maintains internal database with evaluation, registration and contact information.
- Registers teachers and confirms attendance for teacher trainings.

Waste Management Waste Reduction and Recycling School Program, 2013 – 2016:

- Schedules elementary assemblies and workshops.
- Communicates with teachers, parents, presenters and other school personnel to schedule and evaluate programs.
- Maintains and updates Waste Management databases.
- Assists in researching, updating and creating workshop and assembly materials.
- Coordinates with technical assistance representatives to order and distribute waste reduction and recycling supplies to various schools.
- Works to create evaluation reports and performs data analysis.
- Helps with multiple administrative duties including creating marketing material, coordinating with graphic designers, and tracking materials and programs delivered to schools.