

AMANDA CUNNINGHAM

Business Operations & Systems Manager | AI & Automation | MBA Candidate

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SUMMARY

Operations and systems builder with 6+ years of experience, most recently building finance, marketing, and operational systems and AI automation for the CEO of a Colorado modular housing manufacturer. Turns messy, manual work into systems people actually use: cash flow tracking, AP workflows, AI agents and web apps. Builds the tools and gets the team using them.

EXPERIENCE

Senior Executive Assistant | Operations & Systems

03/2024 – Present

Vederra Modular, Aurora, CO

Support executive leadership in daily operations for a rapidly growing modular manufacturing company by coordinating financial tracking, vendor relationships, marketing, and operational workflows. Translate leadership priorities into structured systems, AI tools, and actionable next steps to keep projects and internal operations moving efficiently.

Selected Achievements:

- Created and managed a cash flow tracking system in Google Sheets to monitor weekly revenue, spending, and cash position, and built a 13-week cash forecast to plan bill payments and runway.
- Developed a financial dashboard that consolidates cash flow and project cost data to show weekly costs, payroll trends, overhead, and budget gaps, supporting leadership planning.
- Designed and built an AI-powered marketing system from scratch (AI agents plus a 10-module web app), growing LinkedIn impressions from under 100 a month (Oct 2025 to Feb 2026) to 13,400 at peak (May 2026) and followers by 45% in 12 months, with no paid spend.
- Set up AP approval controls (approved invoices, vendor statements, card and subscription approvals) and ran AI-assisted audits of AP (13 disconnected tools mapped) and HR (a plan to cut 19 screens to 5 and 163 files to 22).
- Built a bilingual onboarding process and a Claude onboarding skill (offer letters, welcome emails, payroll setup, reminders) and onboarded 100+ new hires, including 53 offer letters in one week during a hiring ramp.

Executive Assistant

10/2022 – 02/2024

Fall Line Tree Service, Columbus, GA

Supported the CEO with scheduling, meetings, and outside communications. Managed financial records, budgeting, and reporting, and handled confidential information.

Selected Achievements:

- Cut financial processing time by 25% and improved reporting accuracy by reorganizing how receipts, reimbursements, and records were tracked.
- Set up a new filing system that cut document retrieval time in half.

Office Lead

05/2020 – 10/2023

Whitewater Express, Columbus, GA

Ran front office operations for a business serving 50,000+ customers a year, including staff training, customer service, inventory, and team communication.

Selected Achievements:

- Managed stock levels, simplified inventory practices, and reorganized the store layout.
- Sold season passes and trips, regularly topping \$5,000 in daily sales during peak season.
- Helped plan and run logistics for the Kayak World Cup (2022) and Kayak World Championship (2023).

EDUCATION

MBA (evening program), MSU Denver

In progress, expected 2028

B.S. Early Childhood Education, Columbus State University, Summa Cum Laude

12/2020

TEFL Certificate, 2023 · Panhellenic President (2020)

SKILLS

AI & automation: AI agent design (OpenClaw), Claude & Claude Code (skills, scheduled automations), internal web apps (Supabase, Vercel, GitHub), Airtable, Google Workspace admin

Finance operations: 13-week cash forecasting, payroll and headcount forecasting, AP process and controls, spend and subscription approvals, QuickBooks Online, bank conversion

Operations & HR: process audits, onboarding design, payroll/HR provider setup, HR recordkeeping (FLSA, OSHA, Colorado sick leave), executive support, vendor and facility management

Marketing systems: content strategy and approval workflow, LinkedIn growth, grant and conference pipelines

Languages: English, Portuguese