

Amanda Ott

Amanda is a seasoned operations management professional whose experience includes effective leadership and process implementation to ensure goal-oriented, maximum efficiency. With over 11 years in commercial real estate, it's a natural segue for her to continue her career with the team at Collaborative Studio. Amanda's knowledge and enthusiastic style complement our team.

Professional Expertise:

- Ensures office processes and personnel are working systematically to maintain a successful business
- Successfully navigate changes and update procedures to keep business current and running efficiently
- Ability to lead a team towards a common goal through effective communication and setting expectations
- Coach/Train/Mentor staff so they reach their optimal potential while managing a high level of morale
- Coordinates business office activities within various departments to ensure results are achieved
- Plans/Executes various office events
- Manages business office accounts payable/accounts receivable process

Professional Experience:

- Collaborative Studio, PLLC | Operations Manager | 2017 to present
- Cushman & Wakefield | Business Manager 2006-2017
- St. Joseph's Academy | Executive Assistant 2002-2006
- Accounting Principals | Staffing Consultant, Recruiter | 2000-2002
- Express Personnel Services | Sales Representative | 1999
- Koury Corporation | Assistant Front Office Manager | 1994-1999

Education:

- Sweet Briar College | Bachelor of Arts, Psychology 1993