

AMANDA WHITE

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Microsoft Office Excel 2007 Certified

QUALIFICATIONS:

- Accounts payable and receivable, Journal entry and bank reconciliations, company credit card management
- Employee Scheduling and Logistics Coordination of 75+ employees, fleet management, equipment scheduling
- Payroll processing 150+ employees, Employee Records Management, HR Management & Unemployment Claims
- Company Policy implementation, New Employee Orientation & On-Boarding, Benefits Administration
- Microsoft Certified Specialist: Excel 2007; Proficiency in Microsoft Access, Word, PowerPoint & Outlook
- A proven talent for problem solving, process improvement
- Excellent Written & Verbal Communication, Outstanding Interpersonal Skills

EXPERIENCE:

Production Fire and Safety, LLC & AmPro Well Services, LLC, (Common Ownership) San Antonio, TX

Chief Administrative Officer

10/2017-10/2019

- Designed and launched a Multi-User Access Database to streamline multiple accounting and operations processes
- Implemented Paycom System to Process Bi-Weekly Payroll for two companies for 150+ employees
- Oversee the Daily Accounting, Administrative Operations for both companies
- Human Resource Management, Unemployment Claims, Benefits Administration, Open Enrollment,
- Manage a Fleet of 75+ Vehicles, Auto Insurance Claims, Maintenance records, GPS Tracking System
- Approve and Code high volume of invoices for payment for both companies, disputed billing errors with Vendors
- Confirm Company Policies are followed and enforced at all levels, Implementation of a Progressive Discipline Plan
- Fuel Card Management, iScout, Credit Card Reconciliation, Customer Billing oversight

Ancira Nissan, San Antonio, TX

Manager of Customer Experience

2/2017-10/2017

- Improved Delivery Process and steadily raised KPI Scores 20+ points within the first 90 days
- Implemented a System to Schedule and track all follow-up appointments for services owed from delivery
- Constructed an Access Database to track Deals, We-Owes, Survey Info, and Bonuses owed
- Assist Sales Management Team with other projects as assigned
- Ensure all costs are allocated to the deals properly
- Work with customers to find resolution to problems and issues as they arise
- Support Sales Team to Provide an Exceptional Customer Experience and Exceed Customer Expectations

Sales Consultant

7/2016-2/2017

Energes Oilfield Solutions, Jourdanton, TX

Account Manager

2/2015-06/2016

- Review Field Tickets for Accuracy; assist operations in meeting client's specific requirements
- Designed an Access Database to track open jobs and billing information for processing
- Increased Revenue and maintained steady number of jobs during a slow time in industry
- Identify accounts where revenues have declined and formulated strategies to retain & increase work
- Operate as the lead point of contact for any and all matters specific to my accounts
- Identify potential clients, and the decision makers within the client organization.
- Set up meetings with client decision makers and send proposals for service inquiries
- Plan sales approaches & work with operations team to develop proposals that speaks to the client's needs
- Participate in pricing products and services to maintain competitive advantage

SafZone Field Services, LLC, San Antonio, TX

Office Manager/Logistics Coordinator

4/2012-2/2015

- Handled scheduling of 75+ employees and equipment for jobs all over South TX & West TX
- Review & Process Payroll for 75+ employees, Utilize GPS System to check accuracy of hours submitted
- Designed a database to process payroll, operations reports, generate employee reprimands, produce employee records
- Employee Interviews & Hiring, New Hire Orientation & Training, Employee Reviews & Bonus Program
- Employee Reprimands, correspondence and records management

- Accounts Payables & Receivables, Monthly P&L Reports
- Coordinate Meetings and Appointments for Program Manager
- Assist Operations Manager with Special Projects, correspondence & data management
- Fuel Card Management, DISA Roster, Credit Card Reconciliation, Field Ticket Tracking
- Client Relations, Pricing, Purchase Orders, Employee Liaison

Flatrock Engineering & Environmental, Ltd., San Antonio, TX

Senior Admin Assistant/Accounts Payable/Accounts Payable

09/2011-4/2012

- Assistant to the Sr. Partner, correspondence, special projects
- Accounts receivables over 300 invoices monthly, for more than 70+ Clients.
- Work with over 25 Subcontractors and Employees who submit time and expenses for billing.
- Created a new streamlined Time/Expense report to replace the cumbersome existing template
- In 4 months, trimmed the average billing cycle down from 45 days to 15, by designing and implementing database system to process time and expenses into invoices which was imported to QuickBooks to avoid double entry.

Fort Apache Energy, Inc., Boerne, TX

Executive Assistant/Bookkeeper

08/2010-09/2011

- Assistant to the President, handling personal correspondence, finances, and special projects
- Responsible for multiple small entities daily financial activity:
- Accounts payable/receivable prepare daily deposits, cash balances, transfer of funds
- Work with Vendors to resolve billing disputes/corrections needed
- Juggle multiple conflicting priorities and deadlines

Eckard Companies, Boerne, TX

Executive Assistant

06/2009-08/2010

- Assistant to the Company President, travel arrangements, messages, correspondence
- Client relations, answer questions, and concerns in a timely fashion
- Design complex databases to replace spreadsheets and improve existing data management systems
- Created a specialized Database for Medical Claims Processing for Eckard Recovery Division
- Extract, analyze and format data into various layouts using respective software
- Juggle multiple conflicting priorities and deadlines using good communication with supervisors

Career Point College, San Antonio, TX

Job Placement Coordinator

02/2009-06/2009

- Assist Graduates in finding employment in their related field
- Work with employers for hiring and verification purposes
- Job searches online, newspapers, job fairs
- Assist students in overcoming employment obstacles
- Motivate students and encourage students during their job search

Business Computer Lab Lead Instructor

06/2008-02/2009

- Teaching Microsoft Word, Excel, Access, Power Point
- Lectures on "On-the-Job" uses of MS Software
- Maintain a classroom conducive to learning
- Grading, counseling, and administrative duties as an instructor
- Inspiring and motivating and encouraging students while in school

Computer Lab Assistant

09/2007-06/2008

- Computer software training
- Lectures on applying computer skills to real life scenarios
- Instructor assistance, Filing, copying, organizing, evaluations, grading

EDUCATION:

UTSA Downtown-

Currently Enrolled PT Full Stack Coding Bootcamp

Completion Date: March 2020

Career Point College

Associates Degree in Administrative Assistant

05/2007-

05/2008 Graduated Valedictorian -98% attendance with 4.0 GPA