

Amanda Himlan

Massachusetts, USA

amandahimlan@yahoo.com

(508)212-0453

Highly trustworthy, motivated and energetic administrative professional with over 27 years of experience in office administration and project support. Proven ability to effectively multi-task and manage priorities in a fast-paced environment. Seeking position in an organization that values a hard-working team member.

Earthwork Industries, Inc.

June 2007 - Present

Office Manager/Project Coordinator - Part Time

- Work closely with President supporting all aspects of the environmental contracting business.
- Extensive knowledge and execution of complex AIA invoicing for commercial construction projects.
- Work closely with clients to obtain purchase orders and coordinate paperwork for job initiation.
- Prepare Workers Compensation yearly audits for insurance carrier. Engage daily with insurance company to obtain Certificates of Insurance and keep policies up to date.
- Plan on and off site employee training sessions.
- Handle HR functions, Accounts Payable/Receiveable, payroll.
- Maintain all office equipment, technology, files and supplies.

Verano / Industrial Defender

July 2004 - June 2007

Office Administrator

- Worked closely with Executive Management Team in support of company's cyber security solutions.
- Tracked and reported monthly Sales commission earnings for CFO.
- Prepared/assisted Marketing Manager with quarterly newsletters, web conferences, mailings and internet research.
- Maintained current documentation on company's website/employee intra-web, confidential employment, payroll, benefits files. Prepared semi-monthly payroll for US and Canada offices.
- Responsible for Accounts Payable.
- Coordinated meeting and travel logistics.
- Provided initial point of contact for callers, visitors and corporate email inquiries. Maintained office and office equipment; communicated with landlord and vendors as needed.

Accenture - Institute for High Performance Business

March 2000 - July 2004

Executive Assistant/Office Manager

Executive Assistant Responsibilities:

- Supported two Associate Partners/Senior Research Fellows.
- Managed three executive calendars in Microsoft Outlook.
- Performed internet research and analysis.
- Arranged conference calls, video conferences, domestic/international travel, face to face meetings.

Office Management Responsibilities:

- Established new contractor accounts which included, preparing written contractor agreements, coordinating laptop rentals, arranging network access, enabling phone accounts and being a direct point of contact for individuals.
- Prepared/submitted vendor/contractor invoices to AP and followed through to ensure payment in a timely manner.
- Operated and maintained technical video/audio conferencing system. Organized training for office employees. Arranged meetings and events in Cambridge location.

NEPTCO, Incorporated

Sept 1999 - March 2000

Temporary Office Position

Created and maintained current product line data sheets utilizing Adobe PageMaker.

Boston Children's Hospital

July 1998 - July 1999

Administrative Associate - Urology Department

Scheduled and coordinated physician's daily activities and arranged patient appointments.

Skills:

Accounting, HR Functions, Travel Coordination, Calendar Management, Event Planning, Basic HTML & CSS, UI Design

Tools:

Proficient with Google Suite, Microsoft Office, Quickbooks, Figma, Adobe XD, Canva, Visual Studio Code, Github, W3C Validator, WebAIM, Slack, Coupa

Education:

Career Foundry
UI Design Certification
Jan 2024 - May 2025

University of Massachusetts, Amherst
Bachelor of Science, Nutrition
May 1998

Interests:

Fitness, nutrition, reading, tennis, shopping

References:

Available upon request