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# AMBER KLINGER

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3514 Straubel St #102  
Madison, WI  
53704

## Professional Skills

- Administrative Assistant/Office work skill set with experience in administrative in IT field.
- Excellent verbal as well as written communication skills, very detail oriented.
- Self-directed, self-motivated and reliable; works well independently and also with a team.
- Innovative problem solver who can generate workable solutions and resolve problems and complaints.
- Dependable, trustworthy and productive; works well under pressure and thrives at a challenge, can be counted on to complete assigned tasks on time.
- Patient, focused, and diligent; does everything with a smile, works well in fast-paced multi-task environment.

## Experience

### Administrative Assistant, IH Concepts; Madison, WI Jan 2016-Mar 2016

Attended business meetings with clients, transcribed voicemails, correspond to incoming/outgoing emails, organized weekly calendar, proofread and created presentations, and collaborated with marketing/graphic design interns.

### RCTII, Central Wisconsin Center; Madison, WI Aug 2007-Sept 2009

Administered quality nursing care to residents under the supervision of an RN, provided 24 hour care to individuals with developmental disabilities.

### Assistant Manager, Cousin Subs; Madison, WI July 2007-Aug 2007

Face to face customer service, monitored weekly inventory and ordering, ensured cash drawers were balanced at the end of every day, reviewed applications and conducted interviews and often made hiring decisions.

### Lead Supervisor, Klinke Cleaners; Middleton, WI Aug 2005-July 2007

Strived for customer satisfaction and to meet store sales goals. Managed team of 15 employee's. Ensured smooth production of dry cleaning. Assembled the orders once cleaning was finished. Monitored supplies and made weekly orders. Took weekly inventory of all dry-cleaning.

## Education

yWeb Career Academy, Madison, WI	Web Developer	2016
Madison College, Madison, WI	Practical Nursing	2012

## Software Skills

MS Office, Epic, Adobe Creative Suite, Sketch, Google Web Developer, HTML5, CSS3, Javascript, PHP, GIT Hub, Wordpress

## References

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