

Amber L. Wirkner

11300 Dale Avenue
Cleveland, Ohio 44111
(216) 402-3474 Cell

EMPLOYMENT EXPERIENCE

10/12/05 – 1/7/10

Ace Heating & Air Conditioning Co.
4564 Broadale Rd.
Cleveland, Ohio 44109
(216) 351-3611

Administrative Assistant/Bookkeeper/Receptionist – All duties associated with a small construction company. Some of these duties include marketing, creation of new job files, soliciting subcontractors for bids, creating bid documents, maintaining job files, filing for city registrations, and filing for building permits. This position includes bookkeeping functions, which include accounts receivable, accounts payable, tracking job costs, and payroll. Software programs used are Microsoft Word, Excel, and Quickbooks Pro. Reception duties include answering telephones, greeting visitors, scheduling appointments and service calls, estimates, and accepting deliveries.

8/13/04 – 6/07/05

W. J. Miller Builders, Inc.
8610 Madison Avenue
Cleveland, Ohio 44102
(216) 651-7795

Administrative Assistant/Bookkeeper/Receptionist – All duties associated with a small construction company. Some of these duties included marketing, creation of new job files, running blueprints, soliciting subcontractors for bids, creating bid documents, and maintaining job files. This position entailed bookkeeping functions; accounts receivable, accounts payable, tracking job costs, and payroll. Software programs used were Microsoft Word, Excel, and Quickbooks Pro. Reception duties included answering four-line telephone system, greeting visitors, scheduling appointments for two principals, and accepting deliveries.

1/29/03 – 8/13/04

Malin Wire Company
5400 Smith Road
Brookpark, Ohio 44144
(216)267-8092

Various Jobs in Mill Department – All jobs involved in brush production including taking different diameters of wire and cutting it into bundles of specific weights for the production of brushes; weighing hanks of wire to be fed into a machine for production of different types of brushes; producing glue strips by adhering wire into strips to be fed into a machine to make another type of brush; and running of various machines to twist and trim brushes. Other job functions were setting up a machine to spool wire into bundles, making shock cords, packaging the brushes for shipping, and running inventory on supplies. Work involved various types of wire including brass, bronze, copper, stainless steel, hard carbon, aluminum, black annealed, inconel, galvanized, and oxidized. Wire types are soft and hard and crimped and level wire. Different weights were gauged with the use of a micrometer.

8/8/01 – 4/6/02

Jaco Manufacturing
468 Geiger Street
Berea, Ohio 44017
(440)234-4000

Machine Tender – Duties included running up to eleven different machines, quality control of parts and light machine maintenance.

1/5/01 – 5/22/01

JB Traffic Builders
6329 W. 130th Street
Parma Hts., Ohio 44130
(440)845-2300

Phone Sales Representative – All duties associated with telemarketing including filling out sales requisitions and follow up calls.

10/8/99 – 12/15/00

I.P.S. Pharmaceuticals
5540 Wallings Road
North Royalton, Ohio 44133
Closed

Drug Dispensing - Duties included dispensing of pharmaceuticals, taking inventory on a regular basis to insure items were in stock, computerized labeling for shipments.

EDUCATION

1996 Graduate of Parma High School
Cuyahoga Community College – Approx. 1 year

ASSOCIATIONS

Founder and President of Love Four Paws Rescue, Inc.
Certified Dog Training Instructor at Petsmart