

# AMANDA SMITH

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Searching for a position that I can utilize my abilities to lead, manage, and provide solutions. To use my skills in problem solving, communication, budgeting, and personal skills to obtain a career job that I love.

## EXPERIENCE

FEBRUARY 9<sup>TH</sup>, 2011 TO PRESENT

**PROJECT MANAGER / INVENTORY ANALYST, RISE ENGINEERING**

**Project Manager – Small and Large Commercial and Industrial Program, August 2018 to Present**

- Assign any incoming jobs to in-house electric or subcontractor based on the amount of labor on the job.
- Manage any open jobs and if any issues find the best solution to fix the problem.
- Work with sales team on a weekly basis in order to address open projects and any upcoming projects that are coming down the pipeline.
- Run weekly reporting to track energy savings to report to utility.
- Handle any incoming calls from the program hotline and take care of any warranty/customer issues.
- Process any invoice for payment through vendors and subcontractors for the Albany NY office.
- Currently my main focus has been managing the Price Choppers. We are retrofitting all of the light to LEDs.

**Inventory Analyst – New York offices, December 2015 to Present**

- Oversee the level and process all inventories in our three NY warehouses: Manage the stock in order to keep the material cost under a certain amount.
- Order all material for all 6 energy programs throughout our three warehouses.
- Restructured inventory in/out to maintain company goals while keeping only 20% of past stock.
- Process job returns from contractors, return material we don't need for future jobs to the vendors and process material credits.

**Project Coordinator – Multifamily Programs, August 2012 to February 2019**

- Ran weekly reports in order to track progress for utility goal throughout the year.
- Entered auditor information into the utility database and created contracts for the auditor to present to the client.
- Ordered the material through three vendors for these programs.

- Created pick tickets in order for them to remove material from the warehouse. Then closed the jobs out in order management once completed.
- Assigned and managed the subcontractor work and processed invoices for payment when completed.
- Cross trained employees on some of these tasks in order to help with workload and passed some task along to them.

**Administrative Assistant –Multifamily Programs, February 2011 to August 2012**

- Completed inventory, data entry and invoicing for the three Multi-family energy efficiency programs.
- Worked with program manager and other staff members in order to hit monthly utility energy savings goals.
- Answered program hotlines: helped with any customer service issue and transferred any new leads to the auditor.
- Assembled training manuals for future employees in this role.

**EDUCATION**

JUNE 2007

**ONLINE COURSES, HUDSON VALLEY COMMUNITY COLLEGE**

I took courses in individual studies on line after I graduated high school while working full time.

JUNE 2006

**HIGH SCHOOL DIPLOMA, BETHLEHEM CENTRAL HIGH SCHOOL**

**SKILLS**

- Proficient with Microsoft Office
- Project management
- Communications
- Problem solving
- Customer service skills
- Very organized, detail oriented with ability to multi-task
- Time management
- Adaptability

**ABILITIES**

I am very hardworking, driven and goal orientated. I have been trained on many tasks and have taken over those tasks throughout my career. I have found ways to streamline many processes in order to make procedures work more efficiently. I always looks for the opportunity to be the best at the job. I love training and helping people along the way.