

# Amber Cadillo

Dacono, CO 80514

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720-527-3658

Highly motivated and organized individual seeking a position, to support the Company's growth through utilization of exceptional communication, coordination and problem-solving

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

June 2020 to Present

ATEK HEATING & AIR

- Answering telephone calls and emails from customers and clients and directing them to relevant staff
- Overseeing the work of all office employees to ensure they work productively and meet deadlines and company standards
- Interviewing and training new office employees and organizing their employment paperwork
- Reporting office progress to senior management and working with them to improve office operations and procedures
- Monitoring & ordering office supplies as required
- Processing Invoices (for Service & Installation)
- Applying for State/City Licenses & Permits need for each job
- Revamping current clientele list

### **Office Manager, Kappler Mechanical**

January 2017 to May 2020

Answering telephone calls and emails from customers and clients and directing them to relevant staff

- Overseeing the work of all office employees to ensure they work productively and meet deadlines and company standards
- Interviewing and training new office employees and organizing their employment paperwork
- Reporting office progress to senior management and working with them to improve office operations and procedures
- Monitoring office supplies and ordering parts for Field workers
- Minor Payroll duties
- Processing Invoices (for Service & Installation)
- Collecting Payment from any Past Due Clients
- Applying for State/City Licenses & Permits need for each job
- Revamping current clientele list
- Scheduling New Clients
- Dispatching Field workers

### **Office Coordinator, Sunshine Plumbing & Heating**

April 2016 to January 2017

Answering telephone calls and emails from customers and clients and directing them to relevant staff

- Processing Invoices (for Service & Installation)
- Dispatching Field workers
- Collecting Payment from any Past Due Clients
- Scheduling New Clients
- Minor Payroll duties
- Interviewing & Training new employees

### **Office Coordinator**

BUILDERS HEATING & AIR

December 2014 to April 2016

Answering telephone calls and emails from customers and clients and directing them to relevant staff

- Processing Invoices (for Service & Installation)
- Dispatching Field workers
- Collecting Payment from any Past Due Clients
- Scheduling New Clients
- Minor Payroll duties
- Interviewing & Training new employees
- Contacting all clients with current agreements/maintenance contract

### **Lead Dispatcher**

AAA SERVICE

March 2012 to December 2014

Answering telephone calls and emails from customers and clients and directing them to relevant staff

- Processing Invoices (for Service & Installation)
- Dispatching Field workers
- Collecting Payment from any Past Due Clients
- Scheduling New Clients
- Minor Payroll duties
- Interviewing & Training new employees
- Contacting all clients with current agreements/maintenance contract
- Routing Client's call for the following day to assure maximum revenue

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## Education

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### **GED**

THE LEARNING CENTER

2014

## Skills

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- Problem Solving
- Data Entry
- Leadership and the ability to 'make things

- Written & Oral Communication happen'
- Detail Oriented
- Organizational skills
- Beginner QuickBooks Skills
- Microsoft Word/Excel
- Innovative ADDITIONAL ACTIVITES
- Microsoft Outlook
- Office Management

## Links

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<http://linkedin.com/in/amber-cadillo-4561b51b1>