



AMY HARRIS

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SUMMARY

Over 15 years' experience in a variety of areas of business. Experience in high paced office settings, construction job sites, customer service, computer work, correspondence, accounting, and health & safety. Proficient in organization, multi-tasking, & meeting deadlines. Self-starter, works well with a team, excellent written and verbal skills. Trained and supervised new & existing employees.

SKILLS

Estimating/Ordering/Invoicing
Client Presentations
Project Management/Scheduling
Hazardous Communication/Safety Training
Interviewing/Hiring/New Employee On-boarding
Inventory Control
20/20 Design Software
People Soft
RFMS
ProCore
Microsoft Office Applications

EDUCATION

BACHELOR OF ART • DECEMBER 1999 •
ART INSTITUTE OF COLORADO
Major: Interior Design

EXPERIENCE

PROJECT/OFFICE COORDINATOR • INTEGRATED WATER SERVICES • FEBRUARY 2017 – PRESENT

Recruit new talent. Organize weekly time cards and expense reports. Facilitate new hire orientation and onboarding. Structure the disciplinary process. Assist in Operations. Manage equipment and vehicle maintenance files. Allocate operations invoices to the correct project or overhead cost. Assist in employee review process. Assist with employee benefit or wage changes. Prepare Travel arrangements. Coordinate company events. Manage corporate office. Assist company CEO. Assist project managers with PO and subcontract entry in Procore. Distribute PO's and Subcontracts to vendors. Assist project managers with Submittal process. Set up new projects in Procore. Prepare and assemble project O&M manuals.

SCHEDULER • INTERIOR RESOURCE GROUP • MAY 2016 – FEBRUARY 2017

Maintain installation schedules for multiple finish products within the residential and commercial builder market, including new build and remodels. Inform project managers of schedule changes. Work with builders and project managers to maintain schedule and adjust accordingly.

PLANT COORDINATOR • BLACK HILLS CORPORATION • AUGUST 2013 – MARCH 2016

Coordinate/schedule meetings, tours and events for internal and external employees, Prepare reports, letters, correspondence for plant manager, Field phone calls from vendors, contractors and outside salesman, Track invoicing and research where expenditure cuts can be made, Prepare and submit capital work order requests, Prepare invoices, purchase orders, and service agreements for approval, Research vendors/contractors, coordinate services and prepare Statement of Service agreements, Coordinate and facilitate training, Assist Plant Management in budgeting and accounting, Develop processes and purchase materials at best overall cost. Advise the Plant staff and employees on parent company procedures, policies, benefits and standard practices to ensure compliance, Primary interface/resource for all company support functions to include budgeting, accounting, human resources, time sheets, records and reports. Establish and maintain the plant filing/record keeping system, Assist Plant Management in managing and organizing plant activities to obtain maximum efficiency, Assist in preparing presentations, Ordering supplies for plant-office, breakroom, Coordinate repair of office equipment, Document control, Filing, Travel arrangements, Mail services, Plan plant events-Corporate and in-house, Oversee management of materials inventory in warehouse in addition to overall day-to-day responsibilities for the unloading, receipt, check-in, storage, control, and issuance of materials, equipment and parts ordered by the company, Supervise temporary employees (administrative, warehouse), Coordinate Haz-Com program and SDS program, Inventory Cycle Counts, Organize, administer and perform the purchasing, receiving, inventory and warehousing functions, Assure that all materials are stored properly and issued according to company policy and is Sarbanes compliant, Research and locate parts and equipment on an as-needed basis and work with the supply chain group to fill these needs, Ensure high quality and safety-conscious processes and practices are in place for warehouse/ store management including unloading, receipt, check-in, storage, control, and issuance of materials, equipment and parts, Responsible for management of materials movement from suppliers to stakeholders, Identify process and technology improvements in the materials management area, Recommend and communicate materials management strategy, progress and results to management, Schedule and track maintenance material, including

CERTIFICATIONS/AWARDS

Black Hills Corporation

Ambassador

2015-2016

Wyoming Honor Farm

Exemplary Employee of the Quarter

January 2012-March 2012

Wyoming Department of Corrections

Wellness Champion of the Year

2012

NCCER

Core Curriculum Instructor

10 Hour OSHA

General Industry

purchasing and issuing of materials for both capital and O&M jobs, Develop procedures for documenting purchases and receipt of materials, Coordinate and track clothing and boot allowance for employees, Fleet Vehicle Management, Provide up to date information on inventory to employees, Scheduled on-call for warehouse, Facility coordination-janitorial services, uniform services, waste services, Add new items to inventory, Shipments & Tracking, Coordinate Fit test and hearing tests for employees, Receive deliveries, Trained in NERC and FERC policies.

INSTRUCTOR • WYOMING HONOR FARM • DECEMBER 2010 – AUGUST 2013

Prepare, proofread and edit routine correspondence, reports, tables, and records, process and review routine paperwork and enter data into a department logs and database, maintain department records system, including filing, scanning, retrieving and archiving documents, researching files, makes calls and answers telephones and route calls to appropriate staff, provide customer service to visitors, maintain reference manuals and materials, monitor budgets, expenses, purchase orders, contracts, and prepare vouchers, train others in an agency specific process, monitor pertinent office equipment, coordinate maintenance equipment and tool check out, review and verify data, assist in the review, research and development of material and documents, explains or interprets procedures, request and receives bid quotes, researching and resolving issues with vendors. Make and confirm travel arrangements for department managers including hotel, air, and reservations. Establish, maintain and update educational files, assist in the training of maintenance programs, attend meetings and training sessions including the taking of meeting minutes, coordinate and teach NCCER courses to inmate population, provide customer service to staff and inmates, acts as a resource, and explains rules and procedures to co-workers and inmates. Maintain and update facility MSDS reference books and electronic files.

DESIGNER • CUSTOM INTERIORS • JULY 2008 – MARCH 2010

Consulted with builders and homeowners to make selections and create design for interior finishes for new homes, spec homes and remodels, met with superintendents and walked job sites to discuss products and installation schedules, ordered products for residential and commercial projects, reconciled accounts and invoiced customers, point of contact for customers before, during, and after project. Negotiated pricing with vendor reps. Created budgets and finish design packages for spec homes.

DESIGNER • ADVANED INTERIORS • FEBRUARY 2008 – JUNE 2008

Met with retail customers and builder clients to make selections for flooring, backsplash, and countertop materials for new homes and remodels. Created estimates, invoices, and purchase orders for projects. Ordered products and scheduled installations. Addressed follow up questions and issues for clients. Met with reps to decide what products will be shown on the sales floor.

VP OF MERCHANDISING • EHEART INTERIOR SOLUTIONS •

SEPTEMBER 2006 – JANUARY 2008

Determined type of merchandise to be featured and time and place for each display, placed price and descriptive signs on backdrop, fixtures, merchandise, and sales floor. Arranged furniture, merchandise, backdrop, and other accessories. Estimated material requirements and presented costs to account managers for approval, designed displays, selected and purchased furnishings, artwork, and accessories. Met with vendor reps to decide what products would be placed on sales floor. Planned and implemented move from 15,000 s.f. showroom to 30,000 s.f. showroom. Supervised and organized employees during moving and set-up process. Researched new products requested by designers to determine if product would be sold in store. Set pricing and profit margins for new products. Trained employees on new products in showroom.