

# ERICKA SCHAMBERGER

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Seeking challenging and rewarding position where I can contribute to the growth of a stable company. My experience, work ethic, personality, self-motivation and drive are assets I seek to share with a growing company.

## EXPERIENCE

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August 2013 - Present                      Colorado Construction & Restoration                      CO

- Purchasing & Logistics of Material for Construction Sites
- Xactimate & Handling Insurance Claims
- Scheduling Subcontractors to Jobsites
- Quickbooks - 1099s, Financial Reports, Data Entry

March 2008 - May 2012                      Premier Supply Company                      Denver, CO

- Accounts Payable and Receivables through QuickBooks
- Customer/Employee Relations
- Maintaining Sales Reports
- Bank Deposits

March 2005 – March 2008                      Home Fresh Sandwich & Bakery                      Denver, CO

- Accounts Payable and Receivable through QuickBooks
- Purchasing Raw Materials, Maintain Inventory and Future Forecast
- Employee Payroll, Health Insurance & 401k
- Executive support to the Vice President

## EDUCATION

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2000-2002                      Lamar Community College                      Lamar, CO

- A.A. in Business

2002-2003                      Metropolitan State College                      Denver, CO

- Marketing/Accounting

## SKILLS

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Microsoft, Accounting, Bookkeeping, Data Entry, Problem Solving, Administrative, H/R, Client Relations, Spreadsheets, Organization, QuickBooks, Supply Chain Management