



AMBER LYNN MCCULLOUGH

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PROFESSIONAL SUMMARY

Dependable employee recognized for consistency in productivity and attendance while exhibiting a positive attitude considering many challenging situations. Combat veteran who exhibits exemplary work ethic and willingness to learn new processes and techniques and great team player.

SKILLS

- Attention to detail
- Dependable
- Inventory management
- Organizational Skills
- Customer service
- Detail oriented
- Issue resolution
- Problem-solving abilities

EXPERIENCE

October 2015 - Current

Inventory Control/ Shipping and Receiving / Quality Control

Penny Plate of Mo Inc | Glasgow, MO

- Emphasized the specific product features that would stand out to customers, showing them product limitations and capabilities.
- Fulfilled administrative duties, including completing and filing paperwork, directing a multi-line phone and setting appointments.
- Analyzed production issues and developed proper resolutions quickly, which helped to increase productivity and decrease production costs by [number %].
- Compiled reports of completed inspections.
- Ensure removal and proper disposal of materials that failed to meet specifications.
- Implemented the use of a new measurement tool, which helped to increase efficiency by [number %].
- Inspected, measured and tested materials and products produced.
- Operated electronic inspection equipment and hand-held measurement devices to complete inspections.
- Reported all inspection and test data in test reports.
- Tested a variety of manufactured products, including glassware, electronics, textiles and clothing.
- Documented, filed and sent accounts receivables for approval.

- Logged incoming and outgoing inventory to ensure proper flow and timely orders.
- Greeted customers and offered them assistance where possible.

January 2014 - October 2015

WOOD WORKER BOOKKEEPER

Guese's Custom Cabinets | Armstrong, MO

- Assembled and installed kitchen, bathroom, and office cabinetry and shelving.
- Built framework structures for single-family housing according to blueprints.
- Repaired, remodeled, and stained interior trim work.
- Controlled the company's payroll system and ensured a timely and balanced pay system to [number] employees.
- Recorded an accurate listing of all employee spending, archived expense types and receipts.

June 2009 - January 2014

ARMY

UNITED STATES ARMY | Wahiawa, HI

- Effectively communicated with other soldiers and commanding officers during high-stress situations.
- Inspected equipment before each combat exercise, ensuring the safety of soldiers utilizing it.
- Managed equipment repair and quality control, saving the [Branch] \$[number].
- Managed operation of the shift board completed daily inspections and periodic tests to maintain its full operability.
- Ran the [Department] office, supervising [number] soldiers and all aspects of operation for the office.
- Upheld and enforced policies and standards to ensure safety on the base.
- Served as liaison between combat soldiers and the commanding officers.
- Received work requests and oversaw the fulfillment of all orders.
- Conducted training for [number] health care providers in preparation for deployment for combat.
- Contributed to a team that developed training operations for [number] troupes.
- Participated in over [number] evacuation missions.
- Compiled and submitted combat reports.

April 2001 - June 2009

OWNER, OPERATOR

HBA MECHANICAL LLC | Warsaw, MO

- Assessed requests for project changes to consider their effects on budget, quality, deadline, and risk.
- Conducted performance reviews for all staff and crew members.
- Hired and trained new employees and set wages.
- Monitored employee performance to determine areas of success and improvement.
- Built barricades and scaffolding.
- Demolished buildings safely and cleared away debris using large machinery.
- Installed roofing and performed repairs on shingles, flashing, and other areas.
- Painted interior and exterior surfaces of commercial and residential buildings.

EDUCATION

CRIMINOLOGY, CRIMINAL JUSTICE

Columbia College, Columbia, MO

April 2011

125 HOURS ONLINE FEMA TRAINING

FEMA Office, Kansas City, MO

November 2009

BASIC COMBAT TRAINING

U.S. Army Basic Combat Training Museum, Columbia, SC

ONLINE TRAINING

BioTrackTHC Hawaii, Honolulu, HI