Amanda Stark

1021 Brandi Circle Kyle, TX 78640

Cell: (512) 269-9191   E-Mail: acham79@yahoo.com

Objective: To establish a career that will maximize my learning experience while allowing me to continuously broaden my capacities both personally and professionally

Experience, Knowledge & Abilities: Construction Accounting • Accounts Payable • Accounts Receivable – Service and AIA Billings • Job Cost Reporting • Payroll • Contract Administration • Service Dispatching • Office Management • Administrative Assistance • Oral and Written Communication • Problem Solving • Ability to work with frequent interruptions and prioritizing

Software: Fleetmatics • Pro Contractor • Foundation • Hard Hat • QuickBooks Pro • ProContractor • Microsoft Word • Excel • Access • Power Point • Internet Applications • City of Austin-AMANDA

Education:

August 1997- May 1999	Austin Community College – Austin • TX
June - Aug 2007	University of Phoenix Online
May 2003 – Certificate About Success Real Estate Academy- Austin • TX	
May 1997 – Graduated James Bowie High School – Austin • TX	

General Work Experience:

12/16- Current- Furniture for Business- Austin, TX- **Operations Manager**
        Supervisor: Marcy Edwards   Phone: 512-833-9000
Duties: Schedule service calls and Installs • Enter timesheets • Resolve customer problems/ complaints • Ensure customer satisfaction • Create quotes • Enter employee expense reports • Enter subcontractor invoices • Train new employees • Maintain showroom

8/15-12-16- Vigilant Security Services- Austin, TX- **Security Supervisor**
Duties: Supervise guards, crowd control • maintain traffic flow • identification check • bag and body checks • control entrances/ exits

4/15- 8/15- Peregrine Solutions/ Kinetic Cargo- San Marcos • TX- **Office Manager**
        Supervisor: Spike Sauls   Phone: 512-757-8391
Duties: Payroll • payroll and unemployment taxes • Accounts Payable and Receivable • Set up and integrate new dispatching system • Set up and report new hires • Keep and report oil logs • Texas Rail Road Commission Reporting • keep up filing • answer and direct phones • record keeping • and all other duties as assigned.

9/14-4/15 – Koontz McCombs Construction – Austin• TX- **Project Assistant**
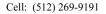   Supervisor: Kimberly Maldonado   Phone: 210-334-7670
Duties: (3) Separate jobs- Set up and mail out Subcontracts and Purchase Orders • Keep Subcontractor Logs • Request Certificates of Insurance • Review Monthly AIA Billing • Review vendor invoices • additional duties as assigned.

7/14-9/14 – Austin Energy – Austin• TX- **MuniProg Official/Admin (Administrative Specialist)**
        Supervisor: Liz Jambor   Phone: (512) 322-6353
Duties: Provide Administrative support on highly technical and/or specialized projects • Verify accuracy and completeness of documents such as correspondence• regulations• etc. • Open• sort• read• prioritize and route incoming mail- including faxes and emails • Conduct research • compile data • File and retrieve documents• records and reports • Attend meetings • record minutes and distribute meeting notes • Maintain calendar and schedule meetings • Other duties as assigned

10/07-7/12 – Air Craft• Inc. - Round Rock• TX – **Administrative Assistant/ Contracts Administrator**
        Supervisor: Steve Everage   Phone: (512) 836-1690
Duties: Review new Subcontractor Contracts • Review New Job Contracts • Request COI • Set up new jobs • Enter/ Adjust budgets • Enter change orders • Enter Schedule of values • Monthly AIA and percentage billing • Issue Purchase orders • Subcontractor Qualifications • Set up Jobsite inspections • Order Bonds • Monthly Job Cost Reporting • New Employee Background checks • New Employee Reporting • New employee set up in computer and files • Set-up Employee cell phones •Payroll • HR • A/P • A/R • Scheduling service calls • Set up estimates • RFI's • Set up Submittals and O&M's • Organize Company parties • Book flights and hotel reservations • Train new employees • Customer service • Memos • Faxing • Filing • other tasks as requested daily.

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Film **Work Experience:**

7/12-Current- **Teamsters Union #657** – **Van Driver/ Dispatcher**
        San Antonio • Texas
Contact: Paul Cruz- Film Agent   Phone: (210) 590-2013

8/15-12/15- **American Crime- Season2- Van Driver**
Duties: Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • drive 10 ton or box truck to and from set for wardrobe • other runs and requested

9/13-4/14- **From Dusk Till Dawn- Dispatcher**
Duties: DOT paperwork- verify all drivers comply with DOT regulations • Verify all equipment complied with DOT regulations • Check requests • Purchase Orders • Equipment rental and moves • vehicle rentals and returns • make sure all paperwork in order for picture cars. Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • other runs and requested

8/13-8/13- **Chef- Van Driver**
Duties: Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • other runs and requested

6/13-6/13- **T74 Inc.- Transformers 4- Van Driver**
Duties: Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • other runs and requested

10/12- 3/13- **Troublemaker Studios- Sin City 2- Office Administrator / Van Driver**
Duties: DOT paperwork- verify all drivers comply with DOT regulations • Check requests • Purchase Orders • Equipment rental and moves • vehicle rentals and returns • make sure all paperwork in order for picture cars. Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • other runs and requested

7/12-8/12- **Troublemaker Studios- Machette Kills Productions**– **Prod Assistant / Van Driver**
Duties: Check requests • Purchase Orders • Equipment rental and moves • vehicle rentals and returns • make sure all paperwork in order for picture cars • Drive cast and crew to and from location • pick up/ return cast to desired location • pick up/ return rental cars • other runs and requested.