

Amber L. Pressler

15 FM 1621
Comfort, Texas 78013
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Objective

I am eager to begin a new endeavor and excel to my highest potential at whatever opportunity or challenge is set in my path.

Education

Schreiner University, Kerrville, Texas, 2004
BA in Exercise Physiology & Sports Medicine
Durango Senior High School, Durango, Colorado 1984
Diploma

Awards, Fellowships, Grants

American Academy of Micropigmentation, 2002
D.A.A.M. (Diplomat, American Academy of Micropigmentation)

Work Experience

Dec. 2009-Present **Office Manager, Kerrville Med Express**
228 Washington Street, Kerrville, Texas 78028
Greet patients, filing, phone, insurance verification, lab write-ups, blood draws, UAS, vitals, prepare files for billing, supply ordering.

Sept. 1999-Present **Owner/Operator, Facial Elegance**
15 FM 1621, Comfort, Texas 78013
Responsible for scheduling clients, performing procedures and follow-up applications, as well as all day-to-day duties of operating a sole proprietorship.

May 1995-Sept 1996 **Office Manager/Estimator, SW Lighting**
San Antonio, Texas 78216
Responsibilities included answering phones, greeting customers, computer work (word, excel, publisher, power point), scheduling with home owners, doing take-offs and working up orders and estimates for jobs. Site work, which included delivering materials, meeting with home owner, overseeing proper installation of fixtures, ordering inventory, delivering and receiving documents and plans from builders and/or superintendents.

Sept. 1993-May 1995 **Office Manager/Estimator, Sun Coast Post Tension**
San Antonio, Texas 78258

Entered company as an office manager's assistant. Take calls from builders and superintendents to schedule take-offs and/or material delivery and then pre-inspection on installation. Working directly with builders and/or superintendents on site. Office duties include answering phones, greeting customers and clients, filing and inventory; picking up and delivering plans, AR/AP, invoicing builders. Do take-offs for both, tract and custom home builders. Confirm proper material order dropped and installed.

Oct. 1987-Sept. 1993 **Office Manager, Top Value Law Books**

27516 Blanco Road, San Antonio, Texas 78258

Responsibilities include all AP/AR, invoicing, shipping, phone, sales and customer service. Dealt directly with judges, attorneys, court houses, law school libraries, energy corporations, and tax firms via phone, and in person to either purchase or sales/deliver of law libraries. Also responsible for purchasing and sales over seas. In charge of payroll, maintain office supplies, equipment, scheduling deliveries and pick-ups and maintain office functionality and company stability.

References

Schatzie Norris, 29 FM 1621 Comfort, Texas 78013

210.273.4428

Daniel Pagel, 616 Freeman Street, San Antonio, Texas 78228

210.520.3266