

## Education

**Amber D. Kenny**

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**College:** Northwest Missouri State University, 1992-94; 2010-13. One year certificate In Office Infonnation Systems, with a total of 60 '1ours toward a B.S.in Business Management.

**Elementary and Secondary:** Nodaway-Holt R-VII, 1992 graduate with honors.

## Employment History

2022-2023: Davis Fertilizer Co., Graham, Mo.- **Admlnlsbatlve Assistant/Housekeeper.** Duties: Assist the owner with completing Federal and State licensing, read and answer email, correspondence, payroll and paying payroll taxes long form, making out company checks and paying bllls, Invoicing, billing and receive payments on Qulckbooks, Housekeeping Inducting laundry, dishes, floors, restrooms, organizing, animal tending and feeding, trash, carpet care, all for a family of five.

2017-2020: Northwest Missouri State University, Maryville, **Mo,-custodlan.** Duties: Thoroughly dean and tend to assigned areas and buildings, responsible for university master key sets, communication skills, team work, solo work, know safety procedures, fill In for other custodians, accept authority and direction and follow through, member of the safety committee, set up and tear down for events, equipment operation,

responsible for company vehldes when using and documentation, assist students and parents when needed, used ipads and computers for time keeping and recording data.

2020-2021: Northwest Missouri State **University-Painter.** DutieS: Ax, prep, and paint various surfaces around campus lndudlng metal, plastJ, **sheetrock, wood,** brick, etc. In a timely manner with high quality results, responsible for untverslty master key sets, drive company fleet vehicle, operate hand and power tools, work as a team and solo, communleation and correspondence, assist students and parents as necessary, ability to make decisions and be independent.

2014-2020: Fun Faces by Amber-Face **Painter. Entrepreneur.** Duties; Managing my self made business by scheduling events, correspondence, working with kids of all ages, event coordinators and parents, keeping Inventory, money and time management, timely arrtval at events, setup and teardown of booth and continually Improving on my painting skills and offerings.

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1998-2014: Federal".'Mogul, Maryville, **Mo-Machine and Assembly Technician.** Duties: Read and analyze blueprints on the Intranet, use digital measuring equipment, operate a fork truck, set-up and change over machines for manufacturing according to blueprint specifications, general maintenance and cleaning, working as a team member and solo, prepare for safety and ISO audits, served on three committees: lean manufacturing, safety and Christmas party.

1997: Walmart, Maryville, **Mo-Associate.** Duties: Assist customers with purchases, operate the lay-a-way counter, answer the telephone, operate the registers, make price and Inventory adjustments on hand-held computers, print price labels, assist my manager In the toy area, create displays, and anything else asked of me.

1992-94: Registrar's Office, NWMSU, Maryville, Mo-Work-Study Aide. Duties: Answer the telephone, use all office equipment Inducting copier/fax machine, multi-line phones, computers, microfiche copy ma\_chfne, type writer, ten-key calculator, filing, data entry, helping with sending out transcripts, and waiting on students.

# Special Skills

Typing/word processing at 63 wpm at top timed speed. Good 10-key speed and accuracy. Knowledge of windows, Microsoft Office, MacBook, lphone, Quldcbooks,

emall, and the [www.](http://www/)

I am an lntelllgent person who learns easlly and qulckly. Excellent written and oral communication skllfs and a great multitasker!

# Hobbies

Home vegetable and flower gardening, canning and preserving food, quilting and sewing, painting with oils, acrylics and water colors, greeting card making adult

coloring, fishing, hunting, traveling, and spending time with my puppy dog and family.

+ References available upon request.

+ Transcripts available upon request.