

Kimberly S. Carter
449 Old Highway 449
Flomaton, AL 36441
(251) 370-7634
Kimcarter1964@yahoo.com

OBJECTIVE

To secure a challenging and rewarding opportunity that will enable me to utilize the skills and experience I have gained throughout my career in business, management, customer service and human resources.

EXPERIENCE

September 2006 – Present
Assistant Project Manager Bamaco, Inc. Bunnell, FL

Assisted project manager with everyday operations of Hurricane Katrina debris removal project. Performed office management duties including processing payroll, monitoring insurances of subcontractors, assisted with contracts, claims, invoicing, and entry of daily debris tickets and processing of reports.

February 2005 – August 2005
Sales Representative Gator Boring & Trenching Pensacola, FL

Contacted potential customers to offer services and provide information on company either by fax, mail or email. Maintained customer database.

October 2004 – February 2005
Administrative Clerk Bamaco, Inc. Bunnell, FL

Processed truck tickets from debris removal site after Hurricane Ivan.

January 2003 – March 2003
Administrative Assistant Milligans, Inc. Brewton, AL

Assisted with accounts payable/receivable, answered phones, provided customer service, took phone orders for graduation supplies and assisted filling those orders.

August 2002 – December 2002
Office Manager L.K. Stedman Trucking Flomaton, AL

Overall office management, payroll, banking, assisted with brokering loads.

March 2001 – August 2002
Office Manager Gator Boring & Trenching Pensacola, FL

Monitored budgetary guidelines for company, reviewed accounts payables, managed collection of funds and accounts receivables for company, provided weekly cash flow report to President, processed weekly payroll. Assisted in the negotiation and implementation for contracts. Monitored company personnel and insurance programs, administered pre-employment process including setting up drug testing, ensured that all paperwork for new hires was completed. Tracked and maintained driver files as required by DOT. Provided administrative and secretarial support for the President and other departments, maintained confidentiality of company information, assisted with the sale of company's products and services.

Kimberly S. Carter (continued)

October 1999 – March 2001

Personnel Supervisor

Express Personnel Services

Pensacola, FL

Conducted interviews, performed drug screens, checked references, matched employees to clients. Supervised 60 employees, maintained client relationships and assisted with obtaining new clients, participated in Job Fairs.

March 1993 – August 1999

Trouble Resolution Supervisor

Touch 1 Communications Atmore, AL

Supervised Trouble Resolution Technicians. Monitored phone calls with customers to ensure quality of service and training needs. Completed performance evaluations, assisted in scheduling, worked on-call service outages, completed and evaluated outage reports, assisted with training.

EDUCATION

1979-1982

Schoharie Central High School

Schoharie, NY

Majored in Business. Graduated with honors.

1980-1982

Schoharie Vo-Tec Center

Schoharie, NY

Majored in business and office operations. Graduated with honors.

PROFESSIONAL TRAINING

Career Track Seminar – Conflict Resolution and Confrontation Skills

Fred Pryor Seminars – How to Achieve Exceptional Customer Service

Fred Pryor Seminars – Coaching Skills for Managers and Supervisors

Telestrategies Seminar – Understanding Telecommunications Technologies for Non-Engineers

ADDITIONAL TRAINING

Coaching and Motivating Employees, Disciplinary Procedures, Diversity/Harassment, Interviewing I and II, Management Philosophy I and II, Policies and Procedures, Stress Management.