

Evette D'Amore

Relevant Work Experience

EG Electric (Allentown, PA) 2019 – present

Office Manager

At EG, I have a broad range of duties including: accounts receivable, accounts payable, property management, warehouse receiving, bids and estimates, client services, HR, payroll and basic bookkeeping on QuickBooks

County Restoration (Allentown, PA) 2015-2017 & 2018-2019

Office Staff

My duties included accounts receivable, creating estimates using Xactimate software, insurance claims, verifying credit card purchases, payroll and basic bookkeeping with QuickBooks

Commonwealth of Pennsylvania, Department of Transportation (Allentown, PA) 2006-2012

Purchasing Agent

I worked at the PennDOT Maintenance Facility on Lehigh Street. My primary role was to purchase materials, parts for maintenance vehicles, tools, equipment, safety gear and building materials. In the course of those duties, I regularly followed budget line and used the appropriate line codes. I also conducted self-audits of procedures and inventory control audits. In addition to the above duties, I created maintenance contracts for road projects, snow removal, line painting etc. In addition, I also needed to be familiar and follow other contracts maintained by PennDOT. While with PennDOT, I created a purchasing form for other purchasing agents to use that simplified the process. This form remained in use by my department after I retired from my position.