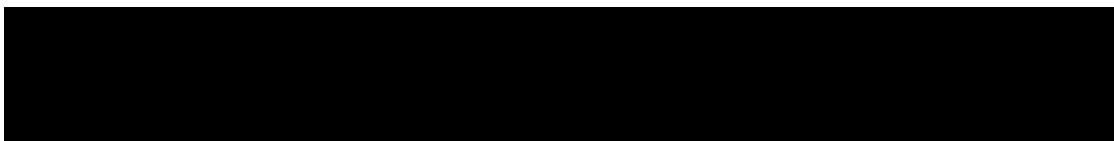


Evette D'Amore



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.

Evette D'Amore
750 North Irving Street Allentown
610-704-7118; damore.evette@gmail.com

Other Applicable Experience

School Director for the Allentown School District (Elected Nov. 2025, Began service Dec. 2025)

Youth Sports Coordinator for the Midway Manor Community Association (Since 2024).

I do all of the following on a volunteer basis:

- Create and follow an annual budget that is required by the MMCA Board to balance exactly
- Engage in charitable fundraising
- Recruit athletes

Member of the Democratic County Committee (aka precinct captain), representing Allentown Ward 15, precinct 4 since 2016

Former Secretary for the Allentown City Democratic Committee

AFSCME Local 2592 Steward 2007-2012; AFSCME Local 2592 Vice President 2008-2012