

AIMEE ZEMANEK

M A N A G E R

aimee@aczemanek.com



SKILLS

Microsoft Office Suite
75 wpm + Ten-Key Typing
Enfos, HIS, Insight, OmniX
Quickbooks Pro, Salesforce
SAP, FileNet
Adobe Acrobat
AccPac Accounting Suite
Corel Word Perfect
Lotus 123/Lotus Notes
ADX Desktop / ADX
WebAccess
CommerceView
TriActive System Mgmt
KiwiPlan Corrugated System
ALOHA POS System
AS400
C/C++, Pascal, BASIC
Unix/Linux
HTML
Adobe Photoshop/Illustrator

PROFESSIONAL PROFILE

15+ years of experience in technology and technology education with extensive management and training/professional development experience in both office and retail environment. Accomplished in communicating and delivering customer service for internal and external customers.

EXPERIENCE

PORTFOLIO MANAGER

Anderson Engineering Company, Inc. - Plano, TX 2011 – Present

- Main liaison between Anderson Engineering Company and BP Operations/DWPT Department to help drive business needs and relationships using Enfos
- Managed department administrative and travel needs
- Supervised various projects including budgets, work releases, invoicing & audit trails, quarterly spend and financial reports
- Prepared all post project presentations and corporate reports such as budgets, project spending, briefings, kick-off meetings and safety observations and recordables
- Collaborated with project managers to efficiently create PEPs and various documents needed for field projects
- Standardized company procedures by working with team members to create new "Defined Practice" documents

SPECIALIST & ASSISTANT

BP / ARCO - Plano, TX 2007 – Present

- Office manager for BP Business Support Services department
- Researched legal matters involving tracing land & mineral titles through numerous O&G company buyouts, mergers and takeovers to determine historical liabilities for remediation of abandoned wells and lands
- Provided on-site, software support for computer users and technical support for all employees within the department
- Trained employees to use improved processes for calculations using Excel
- Audited client invoices

EXPERIENCE (CONTINUED)

SPECIALIST & ASSISTANT (CONTINUED)

BP / ARCO - Plano, TX 2007 – Present

- Indexed records and assisted team members with various Records Management projects
- Managed accounts payable expenses, invoices, timesheets, inventory, travel, catering and creditors
- Oversaw employee timesheets and schedules, office supply inventory and service requests
- Implemented and managed spreadsheets and databases for internal requests, orders, extensions and lawsuits

PRICING COORDINATOR

Glazer's Distributors – Farmers Branch, TX 2005 – 2007

- Created and managed Pricing Contract dealings with various clients
- Trained new employees about current systems, processes and software
- Developed and maintained department websites for monthly reports using HTML
- Implemented new software systems and automation for pricing contracts
- Liaison for internal customer service between departments

ASSISTANT MANAGER

McAlister's Deli – Waco, TX 2003 – 2004

- Oversaw staff of employees and maintained goals for maximum efficiency during lunch and dinner shifts
- Managed business development relationships for catering
- Managed accounts payable invoices, employee information, bank deposits, register audits and audited house accounts
- Operated office & house management of inventory
- Maintained spreadsheets of customer service index reports, ordering, time logs and inventory
- Engaged with various charities within the community for food donations

SOFTWARE SUPPORT SEPCIALIST/AP

Central Texas Corrugated LP – Waco, TX 2002 – 2003

- Developed business relationships with corporate suppliers for catering functions and technical equipment
- Managed accounts payable expenses, invoices, timesheets, communications with creditors, inventory, travel and catering
- Audited budgets and client invoices
- Actively reviewed various reports including aging reports and accounts payable
- Created and maintained organizational spreadsheets,
- Handled customer service for client orders
- Undertook management of employee schedules, issues, service requests and office supply inventory
- Help desk coordinator for Desktop and Software Tech Support

EXPERIENCE (CONTINUED)

SOFTWARE SUPPORT SEPCIALIST/AP (CONTINUED)

Central Texas Corrugated LP – Waco, TX 2002 – 2003

- Managed organizational spreadsheets, Lotus to Excel conversions and SPAM filters for Microsoft Outlook & Exchange
- Provided monthly training classes new employees in Microsoft Office and KiwiPlan Corrugated System
- Certified in training center for continuing education credits

COMPUTER SCIENCE TEACHER

Hightower High School – Sugar Land, TX 2000 – 2002

- Taught various classes that included regular and AP Computer Science, Programming in C/C++, Digital Graphics and Multimedia, Business Computer Information Systems and Keyboarding
- Developed Excel database to efficiently track student grades, attendance and conduct
- Faculty sponsor for Key Club and sophomore students
- Faculty supporter for various school sporting event activities

COMPUTER SCIENCE TEACHER

Sealy High School – Sealy, TX 1999 – 2000

- Taught Business Computer Information Systems for adult continuing education program within the district
- Taught various classes in regular and AP Computer Science, Web Mastering and C++
- Developed Excel database to efficiently track student grades, attendance and conduct

EDUCATION

BAYLOR UNIVERSITY

Bachelor of Science in Education & Computer Science – Waco, TX May 1998

BAYLOR UNIVERSITY

Post Baccalaureate Work in Computer Science – Waco, TX May 1998 – May 1999

VOLUNTEER

Conquer Chiari Walk Across America Dallas

Dallas & Fort Worth, TX 2009 - 2017

- Head organizer from 2009 to 2016; Co-organizer in 2017
- Secured event locations, organized fundraisers and solicited donations for walk days and silent auctions
- Oversaw Walk Day events
- Raised over \$125k total in 8yrs with an average of 200 to 300 participants each year