Tina Anderson

337 Chandler Rd

Chehalis WA 98532

360-219-3196

I have attached my resume for the assistant buyer position.  I have worked for several years in office positions from office manager to AP specialist.  As most of my experience is in a construction office I have done everything from estimating, certified payroll, job costing, scheduling, running subcontractors, creating purchase orders, creating O&M manuals for owners upon completion, and contract administration.  I am currently working as an AP specialist/ office manager for a company out of Olympia and would really like to work closer to home.  Along with the great review your company has with its employees I really want a permanent place to work without the worries of the business going under. If the position is still available I would love to be considered.  Cell phone number is 360-219-3196.  I may not be able to answer right away as I am working but if you leave me a message I will call you back on my break.

Thank you for your time.

Tina Anderson

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