160 Horseshoe Bend Estates

Kelso, WA 98626

360-751-1471

alhoff1994@hotmail.com

Hoff, Amy L.

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| Qualifications & Abilities |  | * Sharp, innovative, quick learner; ability to adapt quickly to a challenge
* Ability to work in a fast-paced environment with accuracy and attention to detail
* Ability to work independently or as a cooperative team player
* Strong verbal and written communication skills
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| Experience |  | Sales service account executive, kapstone / Westrock (formerly Longview Fibre cO) 2003 – July 2019Act as a liaison between customers and production schedulers at 3 mills by providing information on product availability, pricing, freight rates, allocations and delivery dates. This includes receiving and accurately entering customer orders and coordinating efforts through sales, scheduling, technical support, product development, transportation and other mill personnel to assure orders are processed timely and meet delivery demands. Visit customers to become educated on the needs of their business.Senior Log Accounting clerk, Longview Fibre Co2000-2003Data entry of contracts, purchase orders and log sales into the log accounting system for all LFCo tree farms and outside purchases. Frequent communication with customers and contractors, scaling bureaus, tree farm managers and timber department staff. Reconcile domestic customer accounts on a weekly basis.Production planning clerk, Longview Fibre Co1997-2000Prepare machine orders/order changes and take them to the appropriate paper machines on a daily basis. |
| Education |  | RA Long High School – longview, Wa (1987)**Lower Columbia College – Longview, WA (1998)*** Pulp and Paper
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| skills |  | Microsoft Office applicationsHoneywell (Optivision) – Longview mill production systemElixir – Charleston, SC and Roanoke Rapids, NC mill production systemGeneral office machines10-key |