

Amber Asamoah

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Work Experience

November 2022 - Present

Nightlife Bella Agency - Bottle Girl / Sparkler Girl

- Getting signage ready for tables
- Preparing ice, cups, bottles, juice , and water for Go Time
- Taking orders for bottles to be delivered
- Upselling bottles and number of bottles
- Doubling back periodically to make sure bottle delivery area is uncluttered and maintained and guests are happy and attended to
- Performing routines for bottle deliveries or just going with the flow of the crowd

May 2021- Present

Family First Life- Life Insurance Agent

- Identifying client needs
- Writing client policies to match their needs
- Following up with clients to make sure their policies are sustainable

April 15 2022- April 17, 2022

Coachella Afterparty- Bartender

- Setting Up and breaking down the bar
- Ringing up customers on the POS system
- Taking and fulfilling drink orders for a mixed crowd of up to 2,500 attendees alongside of a team of 4

November 2021-July 2021

P&R Paper- Accounts Payable

- Making sure all invoices are paid from the correct accounts and there are enough funds to do so, requesting an increase in funds or change of fund when necessary
- Creating reports to keep inventory of checks paid out to vendors
- Reaching out to vendors for invoices, inquiries and responding to inquiries

December 15, 2016- May 2018

San Bernardino Community College District- Accounts Payable Clerk H-Q (Substitute)

- Processing Invoice payments, travel claims, mileage reimbursements, advances, purchase reimbursements, etc.
- Sending vendor invoices out for okay to pays, making sure the tax is correct, making sure they are board approved with contracts, making sure AC-9's and A-C10's are fully signed.
- Complying with audit procedures to have checks release for payment

June 27, 2016-December 9, 2016

University California Riverside- Accounts Payable Clerk (Temp)

- Processing/Vouchering 100-150 invoices daily for the PO desk in and researching problem invoices in eBuy
- Troubleshooting invoices missing PO numbers, invoice numbers, correct amounts, and credits
- Contacting Vendors and answering vendor inquiries via phone and email for invoices, credit memos, PO numbers and any other issues
- Approving/Rejecting Travel and Entertainment expenses (Reimbursements, Stipends, Honorarias, ect.) for iTravel and ePay making sure they adhere to policy (G-28)

March 2016 - June 2016

I decided to return to CSUSB and finish my Bachelor's degree in Accounting

June 22, 2015-February 26,2016

AltaVista Credit Union - Teller

- Cashing checks, making deposits, withdrawing funds, sending wires, paying loans, clearing ATM holds, etc.
- Balancing drawers and checks throughout the day and adding cash to any CDM or ATM that was running low

August 27, 2014- June 19, 2015

Cashback Payday Advance - Teller

- Balancing and maintaining the vault and personal drawer of \$50,000 plus daily
- Verify checks, cash checks and deposit them
- Processing payday loans, signature loans, and title loans as well as payments of cash, check, and credit
- Give courtesy calls to loan customers and collection calls for current, 30, 60, and 90 days