



Amy Lynch

Executive Assistant

Position with Firm

2019–present **Executive Assistant.** Coordinates meetings and manages calendars for the education and community and economic development teams. Assists with planning and executing events. Offers administrative support to staff.

Previous Professional Experience

2015–2019 **Engineering Project Coordinator, IMPCO Microfinishing**, Lansing, Michigan. Coordinated projects and schedules for engineering and machine build. Provided administrative and technical support to engineers and the engineering manager. Assisted the human resources manager, president, operations manager, and service manager to maintain calendars, schedule meetings, and edit documents. Updated companywide project calendar. Compiled and maintained quarterly quality metrics data. Assisted the human resources department by planning events and coordinating safety documentation and policies. Organized customer visits.

1998–2015 **National Account/Military Coordinator, B & J Moving and Storage**, Lansing, Michigan. Planned and coordinated all facets of individual moves as well as corporate- and government-sponsored relocations. Maintained documentation, communications, and client relations. Resolved questions, complaints, and concerns. Managed cost estimating, invoicing, and accounts receivable. Provided administrative and technical support to sales representatives. Coordinated vendor services.

Education Muskegon Community College, ASA
Central Michigan University, studies in Child Development

Skills

- Microsoft Office suite