

Amy C. Culp

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August 5, 2022

Franklin Industries
645 Atlantic Avenue
Franklin, PA 16323

To Confidential:

I'd like to express my interest in discussing the HR Manager position with you. I believe I can become an asset to your team with my detail orientated work methods and educational experience.

I joined Anderson Metal Industries as a Buyer. In less than a year I was also assigned the Quality Manager role when it became vacant. Even though I did not have Quality experience, my detail orientated work methods and 'get it done' work ethic proved to senior management that I not only could handle the additional responsibilities, but would excel at them. I have successfully guided AMI through both Renewal and Surveillance audits for AS9100D. This is evidence I will be able to maintain compliance for Franklin Industries.

I fulfilled a Buyer role at Liberty Electronics initially. After approximately two and a half years of favorable work performance, I applied for and was awarded an Estimator position. My procurement familiarity is a valuable negotiation tool. My understanding of both roles combines to produce a comprehensive knowledgeable skill set that could be applied on your team when negotiating benefits.

During Reinhard Villages infancy, I was responsible for the creation and implementation of marketing the apartments to students and their parents. I was solely accountable for the marketing plan, as well as the materials, purchasing premiums and budget. I successfully achieved budgeted occupancy throughout my tenure as Marketing Manger. When the Resident Services Manager position became vacant, I was given the opportunity to advance. The Resident Services Manager was a role involving not only financial aspects but hiring and training students on an annual basis.

I have advanced at my last three employers based on work performance. I did not have experience in any of the three new roles. I excel when given the opportunity. I've included a recommendation letter from my previous manager, Duane Thomas. Even though this letter is for a different role I am seeking, it is objective evidence of my past abilities to excel at a new role.

I am confident I would be an asset to your team with my experience and educational background and look forward to discussing the HR Manager opportunity with you.

Thank you for your time and consideration,



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WORK EXPERIENCE

Quality Control Manager / Purchasing

July 2019 - Present

Anderson Metal Industries, Inc., Franklin, PA

- ◆ Maintain AMI's AS9100 Quality Management System including conducting internal audits and external audits with SRI. Conduct quarterly Management Review Meetings. Generate, distribute and track defective material and the corrective action. Process sales orders, prepare manufacturing routers, disperse request for quotes and finalize procurement for component material. Organize and maintain certifications for incoming component material. Manage inventory cycle counts and correct discrepancies in the system including verifying BOM demands to prevent future inconsistencies.

Estimator

August 2017 - August 2019

Liberty Electronics, Inc., Franklin, PA

- ◆ Create part numbers and develop bill of materials from customer supplied drawings and parts lists. Identify vendors and distribute request for quotes; complete data entry for pricing returned. Compile labor, tooling, molding and testing requirements. Prepare the quote, execute reports and organize documents for future production processes.

Buyer

December 2014 - August 2017

Liberty Electronics, Inc., Franklin, PA

- ◆ Responsible for the procurement of various programs, each with individual assemblies, resulting in hundreds of specific items. Precise purchasing requirements are detailed by exact bill of materials and individual item drawings. Material purchasing completed by MRP analysis. Accomplished positive or better bid vs. buy ratios. Accountable for the process of returning defective material from three manufacturing locations. Ensure defective material requirements are completed by the vendor including replacements or credits and corrective action documents.

Resident Services Manager

August 2009 - June 2014

Allen & O'Hara Education Services, Inc. Reinhard Villages at Clarion University, Clarion, PA

- ◆ Responsible for accounts receivable, financial counseling to students, property and office inventory, and vendor communication. Prepare Weekly, Monthly and Annual Financial Reports. Supply requested information to internal and external auditors. Produce and distribute late notices, notice to quits, and eviction notices. Work with the University's Financial Aid and Business Offices to directly access student's University accounts for financial aid funds. Conduct annual Reinhard Community Assistant interview and training processes.

Marketing Director

April 2004 - August 2009

Allen & O'Hara Education Services, Inc. Reinhard Villages at Clarion University, Clarion, PA

- ◆ Since inception of the property, was solely responsible for the budget planning, implementation and follow up marketing of Reinhard Villages to Clarion University students. Produced all creatives including newspaper ads, flyers, brochures, postcards, etc. Participated in Clarion University's Orientations representing Reinhard Villages. One of seven national "Star Marketers" for the company.

Office Employee

2003 - April 2004

Franklin Area Chamber of Commerce, Franklin, PA

- ◆ Typical office duties included returning phone calls and assisting walk in customers. Prepared packets for new Franklin residents and other duties as assigned by current director at that time.

Customer Service Representative

2002 - 2003

Seneca Printing Express, Franklin, PA

- ◆ Performed order entry for both commercial and ticket printing jobs. Acted as the production manager for these jobs. Duties included quoting of prospective orders, assisting with artwork, ordering of raw materials, complete production routing, billing and shipment arrangements of the product. Was the central link between the customer and the production process of each specific order.

Paraplanner

2001 - 2002

American Express Financial Advisor, Gladys C. Corpuz, ChFC, CLU, Franklin and Greenville, PA

- ◆ Served as assistant to Gladys C. Corpuz, ChFC, CLU. Duties included maintaining two offices, Franklin and Greenville, on an alternating basis. Responsibilities consisted of marketing to acquire prospects and clients, maintaining client relationships and various other typical office duties.

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WORK EXPERIENCE (continued)

Financial Advisor

2000 - 2002

American Express Financial Advisors, Erie, PA

- ◆ Duties included marketing to acquire prospects and clients, selling financial plans, conducting the analysis to form the financial plan, recommending and selling securities and insurance-type products based on the analysis of each specific situation.

EDUCATION

Bachelor of Science in Marketing

Management Minor

Pennsylvania State University, The Behrend College, Erie, PA

Graduation: May 2000

RELEVANT ACADEMIC EXPERIENCE

Marketing Internship

Spring 1999

Finish Thompson, Inc., Erie, PA

- ◆ Formulated a quotation and PO sheet. Prepared power point presentations for the national sales manager. Assisted in assembling a lead program to track leads and prospects from trade shows; and made follow up calls to potential distributors. Worked directly with the Sales, Marketing and Communication departments.

Accounting Courses:

- ◆ Math 022: College Algebra II
- ◆ Math 110: Tech Calculus 1
- ◆ CMPSC203: Business Program Applications
- ◆ MSIS 200: Introduction to Statistical Business Decisions
- ◆ ACCTG211: Financial and Managerial Accounting for Decision Making
- ◆ FNC 300: Corporate Finance

Strategic Management

- ◆ Participated in a computer simulated business environment competing with the University of Buffalo. Deliverables included Job Descriptions and Performance Goals, Operations Plan, Board of Directors meeting, Annual Report, Corporate Strategic Plan and SBU Strategic Plan.

COMPUTER EXPERIENCE

- ◆ Microsoft Office. Completed Excel II & III training at Computer Showcase Technologies.
- ◆ Email / Internet
- ◆ Agile
- ◆ Visual EstiTrack

FORMER LICENSES

- ◆ **Series 7**
- ◆ **Series 66**
- ◆ **Pennsylvania Life, Accident & Health**



May 16, 2022

Subject: Letter of Recommendation: Ms. Amy Culp

Dear Valley Grove School District,

I am writing this letter as a recommendation for Ms. Amy Culp for the "Administrative Position" that is open in your district currently.

Ms. Culp worked for me as both a buyer and estimator for over 5 years when I was the Procurement Manager at Liberty Electronics, Inc. She did an outstanding job in the buyer role which led me to choose her from a long list of candidates from both inside and outside the corporation for the estimating position.

Amy performed extremely well in this role which required her to learn an entire new process and put together quote packages together for our senior sales team. Her work was noticed with several of the key internal stakeholders giving her compliments to me on a weekly and almost daily basis.

I have also witnessed first hand the kind of person Amy is as an employee, a parent, and a human being. She is very caring and passionate in whatever task she has placed in front of her both on a personal and also work basis.

I was very disappointed when Amy turned in her resignation to move on to her current employment endeavor. If I could have changed her mind I would have offered her whatever was needed to keep her on my team.

She is a hard worker and does whatever it takes to get the job done. I was always thankful for her dedication and the way she went about her duties in completing her tasks and responsibilities in a timely manner. Amy also performed without bringing any drama to the team. This was something that I had always recognized and appreciated.

I have also kept in touch with Amy after she left her position as one of my key employees to see how she was doing and progressing with her new job.

I actually have an open position here in my purchasing department at Conair that I would consider Amy for immediately if she was interested. I think that really says it all as far as the type of employee she would and will be.

As a former graduate from Rocky Grove High School (Class of 1986), I would highly recommend Ms. Amy Culp with respect and without hesitation!

Respectfully,



Duane Thomas | Purchasing Manager

Conair

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