

Pamela Palmer
5507 SW 34th Ave.
Amarillo, TX 79109

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BPI Certifications: Building Analyst and Quality Control Inspector

Work History

June 09 - Present - Panhandle Community Services - Amarillo, Texas

I assess homes for Weatherization. I input the data to create the Energy

Audit/Work Order. The contractors completed the work. I inspect the finished work.

I file folders, use the copier/scanner, answer clients' questions and work with our Weatherization team.

Jul 06 - May 09 - Carpenter Union - Amarillo, Texas

Carpenter Apprentice - Trim Carpenter Apprentice to Journeyman

Aug 05 - Jun 06 - City of Amarillo, Waste water Collection Utility Worker

Rodding and vacuum trucks the construction end of making new taps laying pipe.

Mar 02 - Jul 05 - Tornado Shelters - Amarillo, Texas Painter

Painted inside, outside of tornado shelters planted over 200 trees, shrubs
and various other plants.

Sep 00 - Feb 02 - Wiley Hicks, Jr - Amarillo, Texas Carpenter Apprentice

Apprentice training.

May 00- Sep 00 - Texas Parks and Wildlife Department - Canyon, Texas Fee

Collector

Collected fees at the front gate gave information and park history to
thousands of park visitors.

May 99 - Aug 99 - Wood Law Firm - Amarillo, Texas Legal Assistant

Operated a multi-line phone system, maintained client relations, did book-keeping, created legal documents and general office work.

May 97 - May 99 - Edward K. Norfleet, Jr. - Amarillo, Texas Legal Secretary

Operated a multi-line phone for three attorneys. Created legal documents, filed these documents and others at the various courts with the area judges.

Education:

Associates Degree - Legal Assistant

Aug 04 - May 05 - Amarillo College - Amarillo, Texas

Journeyman Carpenter

93-96 - Amarillo College - Amarillo, Texas

Typing Speed: 40 Words Per Minute

References:

Shannon Adams

Kimrad Transport

Friend 30 yrs

806-206-3953

Carol Luke

Friend, Co-worker 8 years

806-340-3710

Ken Rusler

Former Director Weatherization PCS

806-676-9783