
Amber Willenborg

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OBJECTIVE

To obtain an entry-level management position at a respected organization and utilize the educational qualifications I've obtained at SNHU.

EXPERIENCE

2021 - Present

- **Mail Sorter**

DHL eCommerce

- Provide domestic and international shipping and delivery and return services
- Ensure all shipments move properly and promptly, while maintaining a clean and safe work environment.

2020 - 2021

- **Machine Technician 2**

Valassis

- Responsible for meeting production goals/quality, machine operation and set up, delegation of labor, leading a team and ensuring enough of the proper materials are staged at the machine.
- Responsible for the safe and efficient operation of assigned equipment.

2012 - 2019

- **Bindery Assistant**

RR Donnelley

- Assist Bindery Operators by setting up and maintaining major or complex binding equipment
- Accurately record shop floor data entries in a timely and accurate manner.
- Assist in performance of routine preventative maintenance as required. Other duties as may be assigned by supervisor

EDUCATION

2025

- **Southern New Hampshire University**

BS in Business Administration

4.0

2018

- **Beckfield College**

AAS in Medical Billing and Coding

3.5

INTERNSHIPS

- **Medical Biller and Coder**

- Manage insurance claims, invoices, and payments.
- Properly coding services, procedures, diagnoses, and treatments.
- Preparing and sending invoices or claims for payment.

SKILLS

- Business Management
- Problem Solving
- Team Leadership
- Project Management
- Communication
- Time Management