

**AMANDA J. FRIERDICH**  
567 Admiral Wendt Parkway  
Millstadt, Illinois 62260  
(618) 476-7970  
bassmanda@gmail.com

---

## **QUALIFICATIONS SUMMARY:**

Hardworking Administrative Assistant with proven organizational skills. Excellent communication and people skills with office administration, record keeping, and report preparation capabilities. Well-organized and able to multitask while maintaining a high level of professionalism and attention to detail.

## **EXPERIENCE:**

2018-Present *Kaskaskia Engineering Group, LLC*, Belleville, Illinois  
**Administrative Assistant/Environmental Scientist**  
Performed a variety of administrative duties supporting the staff including filing, binding, copying, scanning, and answering the phone.

- Created case histories for projects to be included in proposals.
- Provided technical peer reviews of geotechnical and environmental reports.
- Assisted the environmental group with Preliminary Environmental Site Assessments, Categorical Exclusions, and Stormwater Pollution Prevention Plans.

2011-2017 *Mothers of Preschoolers International*, Columbia, Illinois  
**Leadership Team Member, Hospitality**  
Created a welcoming atmosphere, planned special events, organized and served food for meetings, and assisted with special needs.

2004-2008 *Aquaterra Environmental Solutions, Inc.*, Fairview Heights, Illinois  
**Project Engineer**  
Supported projects including field measurements and engineering analyses in environmental and geotechnical engineering.

### *Environmental*

- Completed Phase I Environmental Site Assessments, some of which advanced to Phase II Site Assessments and investigations.
- Designed a new sewer force main and pump station both on and off landfill property, including flow calculations, design of the force main and pump station, and the evaluation of their capacities.

### *Groundwater*

- Coordinated and led quarterly groundwater monitoring and sampling of monitoring wells for multiple sites in Illinois and Indiana.
- Prepared quarterly reports submitted to Illinois Environmental Protection Agency.
- Prepared 45-Day Reports, Site Investigation Plans, Health and Safety Plans, and Quarterly Groundwater Monitoring Reports in accordance with Illinois Environmental Protection Agency regulations.

*Solid Waste*

- Provided construction quality assurance for landfill cell liner construction, gas well installation, air monitoring, and open and enclosed flare testing.
- Prepared Construction Quality Assurance Plans, SPCC Plans, Post-Closure Plans, Emission Inventory Questionnaires, permit applications, and CQA reports.

2002-2004 *Geotechnology, Inc.*, Collinsville, Illinois

**Staff Engineer**

Primary responsibilities included review of groundwater monitoring and sampling, performed Phase I Environmental Site Assessments, assisted in UST removal, conducted subsurface explorations, prepared reports, proposals, and progress letters.

- Performed Phase I Environmental Site Assessment duties including site reconnaissance, historical site research, interviews with past and present site owners, and discussing conclusions and findings with clients.
- Performed duties associated with groundwater monitoring including locating, purging, and sampling monitoring wells, slug testing, and transporting water samples to laboratory using standard chain of custody procedures.
- Performed duties associated with subsurface exploration programs including project setup, drilling utilizing geoprobe methods, geological reconnaissance, locating and logging soil borings, test pits, and rock core.

2000-2002 *Shannon & Wilson, Inc.*, St. Louis, Missouri

**Geotechnical Engineer II**

Performed a wide variety of geotechnical engineering tasks including slope stability and settlement analyses, construction observation, and conducting subsurface explorations.

- Coordinated and performed field exploration, review of field and laboratory data and associated engineering analyses.
- Authored geotechnical engineering reports, proposals, and progress letters, and discussed conclusions with clients.
- Performed construction monitoring duties including fill control (nuclear density and sand cone tests), footing inspections, and tieback anchor load testing while maintaining complete field notes, daily records, and client communication.

1999-2000 *U.S. Army Corps of Engineers*, St. Louis, Missouri

**Civil Engineer Co-Op**

- Performed in-place density testing using the sand cone test method.
- Performed laboratory testing, such as sieve analysis and Atterberg Limits in accordance with ASTM procedures.
- Analyzed levee slope stability and seepage using software (UTEXAS, PCSTABLE)

**EDUCATION AND REGISTRATIONS:**

**Bachelor of Science in Civil Engineering, Mathematics Minor (2000)**

*Southern Illinois University Edwardsville*, Edwardsville, Illinois

Engineer in Training (1999)

# Zion Evangelical Church

117 West White St  
Millstadt, IL 62260

Phone: 618-476-1778  
Fax: 618-476-1778

# Job Application

Personal Information					
Last	First	MI	SSN#	Email	
Friedrich	Amanda	J	330-80-0831	bassmanda@gmail.com	
Street Address	City	St	Zip	Home Phone	Mobile Phone
567 Adm. Wendt Pkwy	Millstadt	Illinois	62260	618-476-7970	618-975-5142
Are you entitled to work in the United States?		Are you 18 or older?		If yes, Date of Birth	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		03/20/1977	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?		If yes, please explain:			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Military Service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Are you a veteran? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		War	
What position are you applying for?		How did you hear about this position?			
Custodian [ ] Groundskeeper [ ] Both [ ] <b>Office Administrator</b>		<b>Zion's Website</b>			
Expected Hourly Rate	Expected Weekly Earnings	Date Available			
\$12-\$15	\$384-\$480	1/31/2022			
Prior Work Experience					
	Current or Most Recent	Prior		Prior	
Employer	Kaskaskia Engineering Group	Aquaterra		Geotechnology, Inc.	
Address	208 E Main Street Belleville, Illinois	No longer have an office in IL		11816 Lackland Road St. Louis, Missouri	
Phone	618-233-5877			314-997-7440	
Name of Immediate Supervisor	Becca Boyer	Matt Ballance		Dale Smith	
Position/Job Title	Administrative Assistant/ Environmental Scientist	Project Engineer		Staff Engineer	
Dates of Employment	From 06/2018 To 12/2021	From 2004 To 2008		From 2002 To 2004	
Pay					
Reason for Leaving	Not enough work for me	Decided to stay at home		Not enough work for me	
May We Contact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Education					
	Name/Location	Last Year Complete		Degree	Major or Emphasis
High School	Granite City Senior High School	9 10 11 <del>12</del>		Diploma	College Prep
College/University	SIUE	1 2 3 <del>4</del>		Bachelor of Science	Civil Engineering
Trade School					
Other					
List any applicable special skills, training or proficiencies.					
Personal References					
	Reference 1	Reference 2		Reference 3	
Name	Becca Boyer	Pastor Peter III		Available Upon Request	
Address	208 E Main Street Belleville, Illinois	Trinity Lutheran Church Millstadt, Illinois			
Telephone	618-233-5877	618-476-3101			
Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.			Signature		Date
			Amanda J. Friedrich		January 25, 2022

# Treasurer/Bookkeeper

## Job Description

Updated 2/2/2021

### Weekly:

- Enter offerings from Sunday into the Church Windows (CW) program.
- Print necessary reports and deposits slips.
- Go to the bank and make deposits into the correct bank accounts.
- Write thank you notes for any memorial contributions made.
- Maintain tuition records for preschool and make necessary deposits.
- Print out receipts for student if payments are made.
- Make any vendor payments needed.
- Check on any online payments that may have been made and enter in CW accounting.
- Perform other duties as they arise during the day.

### Bi-Monthly:

- Process payroll for all employees and keep accurate records for tax purposes.

### Monthly:

- Make monthly IRS and State tax payments online.
- Balance bank accounts and print out reconciliations.
- Enter all interest accrued in our investment assets into the CW program.
- Print end of month reports for monthly council meetings.
- Maintain monthly financial files in an orderly manner.
- Print out reports for the Visitor.
- Perform other duties as they arise during the month.

### Quarterly:

- File quarterly tax returns as needed.

### Annually:

- Work with Budget Committee to prepare for the November congregation meeting.
- Prepare all year end reports and work closely with Audit Committee and Council to be able to present clear and concise year-end reports to the congregation.
- File yearly tax returns as needed.
- Perform other duties as they arise during the year.

### Other:

- Issue 3<sup>rd</sup> quarter and year-end giving donation statements for congregation.

## Secretarial Duties

### HOSPITALS

Call Memorial and St. Elizabeth hospitals on Wednesday. The numbers are programmed into the phone. You should get the room number and bed number and give it to the pastor.

### SUPPLIES

Order office supplies from Quill. We have an on-line account with them.

I also order bulletins for the church. The bulletin order comes automatically from *Church Budget* (800-446-9780) unless you need to change the number of bulletins being ordered. As of January 2021, the number of bulletins is 100. Christmas bulletins need to be ordered separately if Christmas does not fall on a Sunday. I usually order them in September.

Candles and communion cups can be ordered on-line. Also, baptismal certificates, marriage certificates and new member certificates can be ordered on-line.

The communion wine is ordered from IGA in Millstadt a case at a time. Usually someone will let you know when the supply is getting low.

The toner for the Lanier copier and the ink and master sheets for the risograph are ordered from DaCom. Both office equipment products are leased through DaCom.

### PRESCHOOL

A preschool newsletter is done weekly from September – May. The computer file folder is found under Preschool and then Weekly Newsletters. You will bring up last year's letter and then change the issue number, date, and any other necessary changes. Give this to Ms. Sheila for approval. After approved, run off enough copies for each student, one for the teacher and one for your files. After printing, save the document as a PDF file in the shared document file. You will then go to the Apple computer and publish this to the Preschool website.

I also make up the snack schedule in September for the entire year-making sure each child has a birthday to celebrate.

I also make changes to the Preschool booklet and print out a new one each year. The only thing that usually changes is the tuition amount. I give this booklet out (along with other application papers) to parents expressing an interest in sending their child the next school year. The application process contains the following materials:

- Preschool booklet
- Medical form
- Application forms

Be sure to record the child's name, DOB, age; parents name and address; phone number, and any notes on the Excel spreadsheet titled *Preschool Waiting List 20xx – 20xx*. I printout this spreadsheet and keep it handy for Pastor and Ms. Sheila.

I also type the Christmas and graduation programs and the graduation certificates.

If you have space to 'fill' in the monthly Visitor, I sometimes put an article about preschool in the empty spaces.

### **MEMBERSHIP**

Membership records are found in Church Windows. You will be responsible for maintaining this site – adding new deaths, marriages, births, baptisms, change of address, and confirmation information. Also transferring or deleting people when they die or leave the church.

### **DEATHS**

If the family wants a funeral luncheon at church call the Sisters in Faith bereavement contact person. This person is found in The Sisters in Faith annual booklet. Record the death in the Black Book (found in the second file drawer of the metal file cabinet), Church Windows and the monthly Visitor.

### **BIRTHS**

Ad the new baby to the parents' family in the Membership portion of Church Windows.

Put a notice in the monthly Visitor.

### **BAPTISMS**

Pastor will give you the printout to put in the Sunday bulletin-all you to have to do is make copies. Pastor will also fill out the Baptismal Certificate. You will get the candle and baby 'security blanket' ready for the Pastor.

Be sure to record this baptism in the Black Book, in Church Windows and acknowledge in the monthly Visitor.

### **MARRIAGES**

Make changes in Church Windows if one of the people/couples are members of Zion Church.

Record in the Black Book and put a notice in monthly Visitor (on Zion's Bulletin Board page).

### **DISCIPLESHIP (CONFIRMATION)**

Make sure to add the confirmand to the list of confirmands found in *Confirmation Reunion USE file*.

Also, record the confirmand as a member in Church Windows and fill in all the necessary information.

Record the confirmand, confirmation verse, DOB, and confirmation date in the Black Book.

## **VISITOR WORK**

All articles for the newsletter should be in the office by the 15<sup>th</sup> of the month.

The newsletter is done one month in advance and is sent out by the last week of the month.

Every month a Visitor is sent out except for the months of July and August where there is a two-month edition (sent out the last week of June).

The newsletter always contains:

Articles from the Pastor. Pastor Darrell will submit his Visitor articles to Ken Allen for review. After Ken gets done editing, he will e-mail you the articles.

Council meeting minutes – submitted by the Council secretary.

Mission article – submitted by the President of the Missions committee

Sisters in Faith article – submitted by the secretary of the organization.

Prayer list – submitted by you and compiled from the latest weekly bulletin.

Food Pantry – a list of monthly food items is found in the Visitor file in the bottom left-hand desk drawer.

Birthday List – generated each month in Church Windows.

Monthly Calendar – submitted by Pastor Darrell.

Zion Financial Report – submitted by the Treasurer.

Attendance Report – submitted by Pastor. (This was discontinued at the start of COVID. Check with Pastor if he wants to resume this after the pandemic.)

Preschool Article – submitted by you and inserted when space allows.

Zion's Bulletin Board – submitted by you and includes weddings, deaths, anniversaries (50+ years), monthly birthdays, births, baptisms, change of address, flyers for upcoming Church activities, thank you's and community events.

The back page of the Visitor must be updated each January issue with the new Council members and their term and telephone number. Also, the front-page *Serving in Christ's Name* year must be updated.

Several copies of the Visitor are put in the Narthex and Riess Hall. Keep one copy at your desk and file a copy in the metal file cabinet in the supply room.

## **BULLETINS**

There is always an insert with the prayer list and schedule of the upcoming week. This is done by you and given to the Pastor to check before printing.

There may be other inserts – including flyers for various upcoming Church events.

Community Churches will send flyers for us to advertise their events – put this information on the back page of the bulletin and hang the flyer on the 'What's Happening' Board

During Lent use leftover Sunday bulletins to print the Lenten services. I usually print 40 per service.

Keep a copy of each Sunday bulletin in the folder found on the desk top shelf.

### **SISTERS IN FAITH**

This organization was previously called Women's Fellowship and there is a file in the Computer with the various programs, invitations, mailing lists, flyers, and annual booklets. When asked to do something for them, check to see it is already on the computer and can be updated. Each annual booklet and Spring Luncheon Flyer will require new graphics and dates. The annual Sisters in Faith booklet should be ready for handout by the first meeting in September.

The President of Sisters in Faith will submit the article to be included in the Congregational Annual Meeting.

Anytime postage is required for a Sisters in Faith mailing, let the Treasurer of the organization know and she will reimburse the Church.

### **E-MAILS**

Check the e-mails each day.

### **FLYERS**

You may be asked many times to print up flyers for different events and organizations. I design these myself. There is a folder in my left-hand desk drawer titled '*Originals*' which contains many of the flyers. You might be able to use some of these by just updating the information.

### **CALENDARS**

I use the calendar that Pastor Darrell provides for the Visitor to make enlarged calendar copies to put in the janitor's closet, post on the *What's Happening* bulletin board and outside the kitchen entrance.

There are 3 dry erase calendars in my office that need to be updated monthly. All meetings, scout meetings, park usage, Fellowship Hall rentals, weddings, special events need to be written on these calendars. Basically, anything that is going on at Church/park needs to be recorded on the dry erase board and the small Evangelical monthly calendar kept on the desk.

### **CONTRACTS FOR FELLOWSHIP HALL AND CHURCH PARK**

There are contracts in the metal file cabinet by the window. They are in the bottom drawer. Take note that there are Fellowship Hall contracts for members and non-members.

At the beginning of the school year scout masters will usually call and request usage of the Fellowship Hall for their meetings. We obtain a \$25 deposit (for property damage that may occur) and carry this amount over from year to year. Confirm that their requested dates do not



interfere with other events, have them fill out a Fellowship Hall request form (for scouts) and turn in a Liability Insurance Form.

### **PEOPLE DOING GENEALOGY**

Occasionally people will come in to do genealogy. There are two safes in the supply room that have all historical directories, lists of deaths, marriages, births, etc. We open the safes and let people take whatever books they want to the library. Many times, you will be asked to make copies of certain records.

### **ANNUAL REPORT**

In January, the Church has its annual meeting. Copies of all previous annual reports can be found on the computer in the *Annual Reports* folder.

Each report includes the following:

- An agenda given to you by the Council President or Pastor
- The Mission Statement (found in the previous year's report)
- Table of Contents
- Pastor's report – pastor will give to you (print on white paper)
- Membership Statistics for the year – Pastor will give you the information. Make sure this corresponds to what is in the Black Book and Church Windows (print on white paper)
- Reports from various organizations: Music ministry, Sunday School, Sisters in Faith, Mission Committee and Preschool (print on pink paper)
- Minutes from last year's annual meeting, minutes from the Fall Congregational meeting and any other special congregational meetings (print on cream paper)
- Financial Reports – provided by the Treasurer (print on blue paper)

The report is then collated and handed out 1 week prior to the annual meeting. I usually make about 65 copies.

### **END OF YEAR CLEANUP**

I keep two years of newsletters (in the top drawer of the metal file cabinet) and bulletins (on top shelf of my desk) upstairs. Box the older copies in plastic tubs and store downstairs in the Christmas tree room.

### **SECRETARIAL MINISTRY**

The most important aspect to this job is to always try to present a very positive Christian attitude in the office to members, preschool families, delivery people and any visitors coming into the Church. It is also important to convey a Christian attitude when working with people out in the public, you are a representative of Jesus Christ, first, and then Zion Church.

Also, there are times that people come into the office asking about donations for rent, food, gas, etc. We send them to the Senior Center because the Church donates toward that center. Occasionally someone will come and say that they have already been there or other places but still need help. I then refer them to Pastor.