

# AMANDA ZAVODSKY

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A highly engaged and positive team player with a strong customer focus, seeking employment in a position that can utilize my experience to the fullest. Motivated worker with the capacity to learn and develop new skills in a timely manner.

## **EXPERIENCE**

**JUNE 2018 – MAY 2021**

**INVENTORY CLERK, ALASKA SALES AND SERVICE**

- Overseen and reported on all delivery registrations for vehicles
- Managed daily stock of units arriving and in transit
- Created documentation for purchase agreements
- Processed vehicle titles and power of attorneys

**FEBRUARY 2016 – JUNE 2018**

**DIRECT SUPPORT PROFESSIONAL, NORTHBRIDGE LLC**

- Ensured the health and social well-being of adults with disabilities
- Provided assistance with activities of daily living
- Maintained records of behavior and progress to provide updates on clients
- Organized schedules and routines to promote healthy living habits

**JUNE 2014 – SEPTEMBER 2014**

**DRIVER/CUSTOMER SERVICE, OREILLY'S AUTO PARTS**

- Maintained daily sales and delivery records
- Delivered auto parts to customers in a timely manner
- Obtained customer signatures on all pickup and delivery receipts

## **EDUCATION**

**JUNE 2011**

**GENERAL EDUCATION DEGREE, NINE STAR EDUCATION**

## **SKILLS**

- Interpersonal Skills
- Customer Service
- 10 Key
- Organization
- Multi-Tasking
- Time Management
- Data Entry
- Microsoft Office