

Amanda I Zavodsky

Seeking full-time employment in a career-oriented field

132 Elma dr.
Centralia, WA 98532
(907) 202-4647
a.ingalls92@outlook.com

EXPERIENCE

Jiffy lube, Chehalis, WA

February 2022 – current

Educate customers on the different oils and items their car may need in order to keep if running properly. Customer service, money handling, knowledge of tools and equipment for various services offered.

Alaska Sales & Service, Anchorage, AK — *Inventory Clerk*

June 2018 – May 2021 - 7 month break due to maternity leave

- Documentation creation – Odometer statements, Purchase Agreement, Recap sheet
- Use of word and excel
- CDK Drive, CDK Vehicle, CDK Lot Merchandiser
- GM Global
- Wholesale processing – Titles & POAs.
- Log-in new vehicles.

Manage inventory on and offsite to ensure new vehicles are best showcased for sales potential. Light vehicle maintenance.

Northbridge, LLC, Anchorage, AK — *Direct Support Professional*

February 2016 – June 2018 - 8 month break due to maternity leave

Work with teens and young adults with intellectual disabilities in the community, as well as living independently at home. Maintain regular notes on improvements and setbacks with daily activities.

O'Reilly's Auto Parts, Anchorage, AK — *Driver/Customer Service*

June 2014 - September 2014

Deliver auto parts to other locations and stores. When in-store, assist with cash handling and answering phones. Assist with inventory management.

EDUCATION **Nine Star Education, Anchorage, AK — *General Education Degree***

2011

Received General Education Degree

SKILLS

Interpersonal relationships

Customer Service

Multi-tasking

Time management

Ability to master new skills quickly

Data entry

10 key

word & Exel

Certifications

Washington drivers license –
09/2026

LANGUAGES

American English - Fluent

