



AMANDA BREWSTER
Sample Custodian
amandabrewster@tdi-bi.com

EDUCATION

Texas A&M University, College Station, TX, Bachelor of Science,
Sociology, 2006

PROFESSIONAL EXPERIENCE

TDI-Brooks International, Inc./B & B Laboratories, College Station, TX,
Sample Custodian, February 2007-Present

- Receive samples from clients, catalog and prepare for analysis
- Maintain good working relationships with clients thru constant communication
- Sample maintenance and archiving
- Database archiving and maintenance

Boys & Girls Club, Bryan, TX, Intern, August 2005 – December 2005

- Assisted in grant writing, proofread grants and other correspondence for accuracy
- Organized special events such as fundraisers and volunteer meetings, contacted participants
- Developed presentations for events
- Updated and maintained database system to catalogue donations

PetStop, College Station, TX, Shift Supervisor, March 2004 – March 2005

- Cared for a variety of animals including dogs, cats, small animals, reptiles, fresh and salt water creatures
- Prepared the store and fed animals prior to opening each morning
- Supervised 2-6 employees during a shift, delegated daily responsibilities

Hasting's Entertainment, Bryan, TX, Book Department Manager,
February 2002 - March 2004

- Coordinated author signings and book releases, set-up displays and sale events
- Processed special order items for schools and individuals
- Oversaw 5 department associates, appointed responsibility, and assessed associate effectiveness