



CURRICULUM VITAE

AMANDA FRYER
December 2007

PROFESSIONAL EXPERIENCE:

TDI Brooks International - College Station, Texas; 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, Texas; Internship: 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, Texas; 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
- Assisted customer in selecting a compatible pet for their lifestyle
- Supervised 2-6 employees during a shift, delegated daily responsibilities,
- Trained new employees in store policy and animal care

Hasting's Entertainment - Bryan, Texas; 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
- Selected and trained new department associates

FORMAL EDUCATION:

- Bachelor of Science in Sociology from Texas A&M University 2006

Significant Coursework:

- Statistics
 - Business Calculus
 - Industrial Sociology
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