



## **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 and catalog client samples into a database
- Forward samples to subcontracted laboratories
- Organize samples for analysis and long term storage
- Monitor and archive temperature records for sample storage areas
- Purchasing agent for laboratory and chemists
- Schedule calibrations and maintain records
- Dangerous Goods shipping and shipper's declarations
- Client invoicing and accounting
- Recycling coordinator for facility

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 and track 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



Scientific Services on a Global Basis

**TDI-Brooks International, Inc.**

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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

## **PROFESSIONAL TRAINING & CERTIFICATIONS**

- Notary Public – State of Texas – 2013
- CPR/AED - 2013
- DOT Hazardous Materials Transportation - 2013
- IATA Dangerous Goods - 2012
- Ethics Training: Shepherd Technical Services – 2012
- Safety Orientation: Lab – 2011
- Preventing Contamination: Lab – 2011
- OSHA Laboratory Standard – 2011
- MSDS in the Laboratory – 2011
- Compressed Gas Cylinders – 2011
- Hazard Communication – 2011
- NOAA NS&T Mussel Watch Collections - 2010
- ISO 9001:2008 Awareness and Implementation - 2010