



Amanda Brewster

Account Manager

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TDI-Brooks International, Inc.

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www.tdi-bi.com

PROFESSIONAL EXPERIENCE

- Account Manager, TDI-Brooks International, Inc./B&B Laboratories, 2020 - Present
- Sample Custodian, TDI-Brooks International, Inc./ B&B Laboratories, 2007 - 2020
- Intern, Boys & Girls Club, December 2005

KEY ACHIEVEMENTS - TDI BROOKS INTERNATIONAL, INC.

- 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

KEY ACHIEVEMENTS - BOYS & GIRLS CLUB

- 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

FORMAL EDUCATION

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

PROFESSIONAL TRAINING AND 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