

Amanda Roach

905 Shadow Ridge Dr.
Highland Village, TX 75077
p. 225-572-4391
e. amanda.r.roach@hotmail.com

Objective	Seeking a career with a growing company where I can utilize my work experience, knowledge, and personal skills to obtain a challenging role that allows for advancement.		
Experience	2007-Present	<i>Ewing Autohaus Mercedes-Benz</i>	Plano, TX
	Executive Sales/Finance Administrator		
	<ul style="list-style-type: none">• In charge of inventory, costs, purchases, leases, warranties, generating and maintaining reports, wholesales, arranging transportation, dealer trades, scheduling, and other administrative duties.• Provides support for management staff and sales team while providing resources, assisting in the sales process, and finalizing deals.• Implements Company training and maintains a 96 % Standard Of Excellence Certification rate while continually following advancement opportunities for associates.• Manages the inventory to be 4th in region for CPO vehicles; nearly tripling inventory and turn ratio.• Establishes procedures to improve the process of sales and inventory.• Provides excellent customer service, meets high needs and demands, and professionally serves others.• Received Employee of the Month for October 2007 and January 2008 and Employee of the Year for 2009.		
	2004-2007	<i>St. James Consulting Company</i>	Highland Village, TX
	Administrative Assistant/ Receptionist		
	<ul style="list-style-type: none">• Completed various clerical duties such as invoices, scheduling appointments, assisting in travel arrangements, filing, completing paperwork, answering phones, and billing.		
Education	2009-Present	<i>Texas Wesleyan University</i>	Fort Worth, TX
	<ul style="list-style-type: none">• Graduates December 2010 with a BA in English.• Dean's Honor Roll		
	2005-2006	<i>Texas Tech University</i>	Lubbock, TX
	2003-2005	<i>University of North Texas</i>	Denton, TX
	<ul style="list-style-type: none">• Dean's Honor Roll for the two consecutive years with a 3.75 GPA		
Interests	Spending time with my family, scuba diving, traveling, and further my education		
References	Upon request		