

Brittany Zajac

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139 Seminary Ave.
#2
Binghamton, NY 13905

PROFESSIONAL EXPERIENCE

Gault Collision

2019-Current

Parts and Materials Clerk

- Order parts for body shop jobs
- Check all incoming parts for correctness and condition
- Create purchase orders and bill out parts
- Order and distribute supplies with a focus on cost savings.

Fastenal Company

2018-2019

Outside Sales Representative

- Maintain and grow customer accounts with a focus on hitting sales focus items.
- Manage 170 accounts within a designated territory, with a focus on growth through customer service.
- Respond to customer inquiries, requests, and orders in a timely manner.
- Detail oriented, with the ability to work schedules and objectives.
- Consistently expand product knowledge through classes, expos, online training, and vendor ride-alongs. Also served as a mentor to developing sales reps in the area.

Benwood Auto Parts

2016-2018

Quality Control Inspector

- Receive dismantled parts and ensure quality standards are met.
- Refurbish and dismantle parts further to increase profitability.
- Input part information using the Hollander interchange and ARA Damage codes. Photograph parts for website and stock in warehouse.
- Operate forklift to locate/pull parts.

Alan Byer Volvo - Syracuse, NY

2015-2016

Vehicle Photographer/Detailer

- Research inventory to determine vehicles in need of photographs for various websites.
- Detail vehicles for photos - Interior/Exterior reconditioning (buff, clay, polish, wax, shampoo, engine cleaning, etc.)
- Photograph vehicles to company standards. Ensure photos are consistent, with an attention to detail.

U.S. Security Associates Inc. – Syracuse, NY

2010-2014

Site Supervisor

- Efficiently supervise and manage security personnel. Ensure that all training standards are met.
- Control access of visitors, vendors, and contractors.
- Monitor site's safety and security through the use of CCTV and physical checks.
- Partner with Law Enforcement and Fire Department for training, security, and safety purposes.

- Evacuate building according to fire procedures. Operate building fire panel and make announcements using building communication system.

Target Corporation – Cicero, NY

2007-2010

Assets Protection Team Leader

- Identified Internal/External theft. Apprehended and prosecuted accordingly.
- Assisted with training new Assets Protection Team Members. Organized and executed monthly conference calls with regional Assets Protection Team Members.
- Worked closely with store executive team to increase team member knowledge of: shrink and safety programs, inventory shortage, safety related losses, and operating expenses.
- Leveraged all available resources (associates, reports, equipment) to efficiently and effectively achieve company goals.

United States Army – Mattydale, NY

2006-2010

Civil Affairs Specialist

- Organized and conducted effective training sessions on a specific topic.
- Received instructions from superiors and planned work priorities and resources to achieve a goal.
- Proficient and qualified to operate various military weapons systems, equipment, and vehicles.
- Supported physical security of military installations and property.

EDUCATION

- Professional Simoniz Detail Technician certified.
- John F. Kennedy Special Warfare Center and School - Ft. Bragg, NC
- Non-Violent Crisis Intervention and Crisis Management certified.
- Onondaga Community College - Syracuse, NY

AWARDS

- Awarded district wide sales champion March 2019 for sales contest held twice a year - Fastenal Company
- Awarded Great Team Hero September, 2008 and Profitability Champion August, 2009 - Target Corporation