

# Agni T. Kudra

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**AMBITION:** To find a permanent job in the Automotive industry that I can stay at for many years. Currently working on taking ASE Certifications to help achieve this goal.

**SUMMARY OF QUALIFICATIONS:** Two years of automotive shop experience. Well organized in the workplace. Excellent customer service skills. Multi-tasks and strives for efficiency. Team player and leadership qualities. Typing skill of 65 wpm.

**NOTABLE RECENT ACCOMPLISHMENT:** Made the President's List while in school at Portland Community College. Took over three full time positions and integrated them into one position while working as Warranty Receiving Clerk Process Specialist at Phoenix Gold, Inc.

## EDUCATION

**PORTLAND COMMUNITY COLLEGE:** Completed the Automotive Technology program in July 2009. Co-Op completed at Expert Auto Repair under Mike Burch.

**CENTRAL VALLEY HIGH SCHOOL:** Spokane, WA. September 1990 to December 1992 Early Graduation.

## PROFESSIONAL EXPERIENCE

**MY CAR CARE CENTER:** June 2008 to November 2008, Portland, OR.

- General Technician—Worked on all makes and models of cars. Basic repairs from drivability issues to transmission work.

**BRIDGESTONE FIRESTONE:** June 2007 to January 2008, Portland, OR.

- General Technician—Performed a variety of entry-level work such as oil changes, tire repair and mounting, brake work, and alignments.

**PHOENIX GOLD:** September 2000 to June 2006, Portland, OR.

- Warranty Receiving Clerk Process Specialist—Receiving warranty repair items, shipping, repackaging, data entry, customer service, dealing with customers and dealers. Assisted with stocking and shipping in the warehouse, and performed Return Authorization (RA) duties.

**UNITED PARCEL SERVICE:** July 1999 to September 2000, Portland, OR.

- Pick off—Pick out packages by their zip codes and placing them into the proper trailers.
- Loader—Loading trailers in a neat and organized manner.

