

# Rayanne Thrasher

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Authorized to work in the US for any employer

## Work Experience

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### **Purchasing Assistant**

Guy's Floor Service Inc

May 2022 to Present

- Responsible for scheduling buyers with designers
- Coordinating four designer's schedules
- Ordering material for new build homes, remodel jobs, & commercial jobs
- Receiving in delivery paperwork when material is delivered into the warehouse
- Print pick tickets for installers to grab material out of the warehouse
- Inventory control
- Maintain showroom inventory tracker & make qr labels for each product being shown
- Assisting implementation of new safety program

### **Service Advisor**

CarMax

July 2020 to May 2022

Responsible for checking in & keeping customers up to date

- Assist customers in person & over the phone
- Managing mechanical technicians' schedules
- Scheduling customers' appointments

### **Supply Lead**

CarMax

June 2018 to July 2020

Inventory management

- Managed a team of nine associates
- Responsible for vendor compliance & payment concerns
- Assist with customer concerns
- Delegating tasks to associates

### **Driver**

Auto Nation

May 2018 to June 2018

Deliver auto parts to various locations

### **Packer and Ambassador**

Amazon

October 2017 to May 2018

Training new and current employees in proper safety and packing procedures

- Fulfilled customer orders
- Adhered to strict shipping schedule timelines
- Maintain stocked and clean work stations

### **Merchandiser, RSS Manager, Assistant Manager**

O'Reilly Auto Parts

November 2015 to October 2017

Assist customers; in person and over the phone

- Managed a team of ten employees
- Basic installations and testing parts for customers
- Inventory management
- Set up merchandise displays
- Assisted with store manager duties as needed

### **Team Member and Cook**

Noodles & Company

September 2014 to November 2015

Take and expedite orders from customers

- Inventory Management
- Cleaning, opening and closing duties

### **Sandwich Artist**

Subway

December 2012 to August 2014

Take and expedite orders from customers

- Inventory Management
- Responsible for opening and closing the store

## Education

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### **High school diploma**

Legend High School

2014

## Skills

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- Strong background in customer service
- Leadership experience
- Excellent telephone and clerical skills
- Well organized, responsible and reliable
- Microsoft Office
- Proficient with PC's and Apple products
- Multi-line phone systems
- Assistant Manager Experience

- Auto Service Management
- Management
- Merchandising
- Retail Sales
- Sales
- Team Management
- Retail Management
- Inventory Control
- Store Management Experience
- Planograms