
Kathryn Twigg

ktwigg21@gmail.com | (860) 637-3733 | Plantsville, CT 06479

Summary

Versatile worker with a dedication to helping others. Experience working with and leading a team, across many different departments such as sales, purchasing, and inventory. Focused on creating a productive work environment.

Skills

- Excellent communication skills
- Strong leader
- Inventory management experience
- Negotiation skills
- Quick learner
- Dependable

Experience

Parts Sales Manager | Autozone | 09/2021- Current

- Directed a small team to complete daily tasks, and made sure the store was a welcoming environment for customers.
- Consistently made phone calls to ensure customer satisfaction as well as communicated via phone and email with the corporate office.
- Managed retail and commercial sales, as well as inventory maintenance and commercial driving.
- Sourced parts from outside vendors for customers who needed parts outside the standard Autozone supply chain.
- Ensured that commercial customers received purchases in a timely manner, and provided outstanding customer service.
- Maintained an accurate store inventory by conducting cycle counts, matrix, verifying inbound and outbound shipments, and checking quantity on hand.

Education

Southington High School | Southington, CT | 09/2016 - 06/2020

High School Diploma

Middlesex Community College 08/2021 - 2023