

**BRIAN A. ALMANZA**

Plainsboro, NJ 08536

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**SUMMARY**

Adapt and learn quickly. Comfortable working both independently and as an integral member of a team. Strong interpersonal and organizational skills. Talented and determined. Self-motivated and highly competent. Logical, analytical and dynamic. Excellent customer service. Bilingual in English and Spanish.

**EXPERIENCE**

HONDA, Princeton, NJ

**Oct. 2017 - Feb. 2022**

***Assistant Used Car Inventory Manager***

- Enter vehicles into accounting software based on inbound invoices.
- Conduct monthly audits with sold vehicles and certification warranties.
- Appraise vehicles.
- Research vehicle values based on current market data.
- Purchase vehicles from auctions.
- Handle incoming lease returns with grounding or purchasing.
- Perform monthly certified sales audits.
- Familiar with sales from shadowing.
- Inspect new vehicles for defects and damage.
- Move and align vehicle inventory daily.

PANERA BREAD, Plainsboro, NJ

**Jul. 2016 – Jun. 2017**

***Production Associate***

- Prepped food for line workers.
- Worked quality control.
- Verified orders were correct prior to delivery to customers.

**EDUCATION**

Thomas Edison State University, Trenton, NJ

**B.S.B.A. in Accounting**, Currently Attending

MERCER COUNTY COMMUNITY COLLEGE, West Windsor, NJ

**A.A.S. in Business Administration**, Graduated 2022

WEST WINDSOR-PLAINSBORO HIGH SCHOOL NORTH, Plainsboro, NJ

Graduated 2016

**SKILLS**

Professional Telephone Communication; Client Relationship and Confidentiality; Microsoft Office Suite Applications.