

## **Kent Sanneman**

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(434)660-1401

### **Work Experience**

#### **Harbor Freight Tools, Farmville, VA**

*Logistics Supervisor March 2025-present*

- Supervise Logistics employees
- Upkeep of stockroom and merchandise inventory
- Leadership of overall store operations

#### **CMA's Honda of Lynchburg, Lynchburg, VA**

*Assistant to Service Manager/Dispatcher August 2022-August 2024*

- Organize and distribute work to service technicians
- Finalize invoices
- Coordinate service work with service writers and cashiers

#### **Billy Craft Honda, Lynchburg, VA**

*Assistant to Service Manager/Dispatcher 2017-August 2022*

- Organize and distribute work to service technicians
- Finalize invoices
- Coordinate service work with service writers and cashiers

*Service Writer 2011-2017*

- Field phone calls and make service appointments
- Check-in customers and coordinate needed repairs

*Administrative Assistant April 2011- July 2011*

- Cashier customer, internal, and warranty invoices
- Input warranty claims

#### **The Kroger Co., Lynchburg, VA**

*Produce Manager March 2010-July 2010*

- Order and receive merchandise for Produce and Nutrition departments
- Organize and make schedule for 8-12 employees
- Create, sign and maintain displays for Produce and Nutrition departments

*Produce Stocker April 2005-March 2010*

- Receive and store produce department merchandise
- Stock produce displays

### **Education**

#### **Longwood University, Farmville, VA**

*BS in Biology, 2005-2008*

#### **Bluefield University, Bluefield, VA**

*Biology degree studies, 2004-2005*

### **Additional Skills**

- Proficiency in Microsoft Office Suite
- Proficiency in DMS software, both CDK and DealerTrack, including payroll
- Honda trained in Service Advising, Express Service, and Interpersonal Customer Service
- Aid in maintaining a Non-Profit as Vice Chair of the Board of Directors, Farmville Pride