

ROBERT SMITH

Automotive Sales Associate III

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Obtain a rewarding job opportunity in a prestigious and highly competitive company; so can make good use of experience and improve abilities to expand knowledge in a professional environment.

EXPERIENCE

Automotive Sales Associate III

ABC Corporation - OCTOBER 2010 - AUGUST 2011

- Met and assisted both the technician and the retail guest in a friendly and courteous manner.
- Obtained the correct parts and accessories for both the technician and the retail guest in a timely manner.
- Accurated price parts and accessories using the proper pricing source and transfer the information to the proper document and computer system.
- Answered telephone calls promptly, courteously, and make every effort to satisfy the callers inquiry.
- Placed incoming inventory in the correct location.
- Maintain the parts department in a clean and orderly manner.
- Provided clients with needed information and offer additional sales opportunities.

Automotive Sales Associate

Delta Corporation - 2005 - 2010

- Assisted customers, stocked and cleaned department, completed price changes, inventory, and other duties as assigned such as cycle counts, created.
- Effectively handled and managed incoming sales calls.
- Exemplified excellent interpersonal communication skills resulting in the average sales of 15-18 new and pre-owned vehicles per month.
- My responsibilities included running register ..checking out customers that came from the TLE garage and the inside store.
- Keep a clean and tidy workspace.
- Maintained a positive attitude towards customers and employees.
- Stocked shelves on daily basis up to 100lbs (including air compressors, batteries, car jacks and Etc.) Accomplishments Feel that I mad a positive.

EDUCATION

- Bachelor of Art in English - (University of Texas at Arlington - Arlington,

TX)

SKILLS

Scheduling, Self Motivation, Computer Literacy, Customer Service, Cash Register, Retailing.