

ROBERT SMITH

Automotive Service Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Accomplished and energetic Automotive Service Manager with a solid history of achievement in the Automotive industry. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include Management, Achievement, and Decision making.

CORE COMPETENCIES

Customer Service, Electrical Systems, Employee Supervision, Automotive Maintenance And Repair, Quality, Account Management

PROFESSIONAL EXPERIENCE

Automotive Service Manager

Mussers Full Service - December 2007 – Present

Key Deliverables:

- Plan, organize or manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Collaborate with other managers or staff members to formulate and implement policies.
- Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities.
- Manage other ASE certified mechanics and ensure that the work is performed correctly to satisfy customers.
- Test drive vehicles, and test components and systems using equipment such as an infrared engine.
- Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed on the vehicle.
- Repair and service air conditioning, heating, engine-cooling, and electrical systems.

Automotive Service Manager

ABC Corp - 2005 – 2007

Key Deliverables:

- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices.
- Keep records of collections and disbursements, and ensure accounts are balanced.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering.
- Acknowledged employees for the current day of production.
- Ensured all safeguards were in place and communicated anything needed.
- Updated voicemail with that's days date. Returned any messages immediately.
- Daily responsibilities included reviewing business objectives and budget with my team, KPI.

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EDUCATION

- High School Diploma in General - June 2004(Maple Valley High School - Nashville, MI)