Robert Smith

Body Shop Estimator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Customer Service, Data Entry, Interpersonal Skills, Negotiation Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Body Shop Estimator with over 5 years of experience, looking to take an estimator role in an automotive corporation where I can use my skills and knowledge to create an accurate and precise repair, working as an intermediate for the customer, repair facility, and the insurance company.

WORK EXPERIENCE

Body Shop Estimator

Auto Body Collision & Glass - August 2011 – 2013

Responsibilities:

- Administered production caseload and workflow of vehicles for assigned teams of technicians.Negotiated fair estimating practices of vehicles repaired with head representatives of all other Insurance Carriers.
- Counseled customers on repair plans.
- Performed quality control over each area.
- Completed and sold estimates at or exceeding industry standards.
- Advised customers through the repair process about delays and completion dates.
- Wrote estimates according to Insurance company guidelines.
- ${job_description7}

Body Shop Estimator

Delta Corporation - 2018 – 2020

Responsibilities:

- Wrote estimates for customer pay and for Insurance Companies.Located and ordered parts.
- Assigned work to technicians and follow through on repairs of the vehicles.
- Assisted Body Shop Manager with daily operations.
- Politely assisted customers in person and via telephone.
- Provided customer service, assisting customers throughout the insurance claim process, and managing their vehicle throughout the repair process.
- Demonstrated first-class customer service, keeping customers updated, and meeting their needs and expectations.
- ${job_description27}

Education

Bachelor of Science in Aviation Business Management/Technology - (University of Everglades - Boca Raton, FL)

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