ROBERT SMITH

Body Shop Manager

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SUMMARY

Body Shop Manager with 6 plus years of experience is seeking to join a company that offers me a stable and positive atmosphere and inspires me to enhance and innovate the work culture for the betterment of all parties concerned.

SKILLS

Microsoft Office, Sales Management, Customer Relations, Inventory Management, Team Building

WORK EXPERIENCE

Body Shop Manager

Auto Masters - August 2014 – Present

- Leading a strong technical team to operate in an effective manner while maintaining high standards of quality and workmanship.
- Monitoring several key indicators, including daily production statistics and regional benchmarks in order to achieve productivity projections and meet our customers expectations.
- Developing estimates by costing parts, supplies, and labor, calculating customers payment, including deductibles.
- Preparing Work Orders (WO) by describing repair and replacement services required, obtaining approval signatures, entering WO into work management system.
- Enhancing the body shop reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
- Ensuring that all injuries are immediately documented and called into the human resources department.
- Ensuring that work areas are kept clean and safe and that employees operate under safe working conditions.

Assistant Body Shop Manager

Conklin Cars Newton - 2012 – 2014

- Managed the day to day operations of both body and retail shops as well as fixed operations of the dealership.
- Took the necessary actions to meet daily/weekly/monthly goals and objectives.
- Maintained all information currently in the management system to reflect vehicle status (including hours booked and actual hours).
- Provided daily supervision and direction to all production staff (6), monitored individual performance.
- Initiated or suggested plans to motivate paint shop employees to achieve work goals.
- Frequently inspected the work in process to verify that the quality meets company standards.

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- Ensured that all vehicles are torn-down, either at the time of estimate or upon arrival for repair, to facilitate a complete and accurate estimate and allow for a timely, continuous repair.

SCHOLASTICS

- Associates in Arts - 2001(Butler County Community College - El Dorado, KS)Bachelor Of Arts in Communications And Marketing - (Newman University - Wichita, KS)

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