

Robert Smith

Body Shop Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Body Shop Manager is seeking to obtain a position which allows me to utilize my past 10+ years of management experience to increase productivity and streamline operations.

SKILLS

Invoicing, Accounts Payable, 50 WPM, Copy Machine, Excel, Microsoft Office, Microsoft Excel, Microsoft Outlook

WORK EXPERIENCE

Body Shop Manager

West Coast Frame And Collision Repair - September 2009 - May 2017

Responsibilities:

- Facilitated repair cost negotiations between insurance companies and body shop.
- Ensured completed repair orders were properly documented and closed out.
- Aided in the proper and full collection of payments from insurance companies and other responsibilities.
- Reviewed all repair work to ensure that vehicle was repaired per estimate.
- Ensured that customers were satisfied with the quality of repairs done to their vehicle.
- Responsible for reducing expenses and streamlining operations while maintaining the same quality level.
- Ensured a safe and clean working environment for all employees and customers.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Body Shop Manager

Western Truck Parts & Equipment - January 2008 - May 2009

Responsibilities:

- Ensured that all injuries are immediately documented and called into the human resources department.
- Ensured that work areas are kept clean and safe and that employees operate under safe working conditions.
- Executed technical assessments and performs the initial final QA inspection on all incoming and completed projects.
- Managed all aspects of QA, purchasing, and overall production in the body shop and associated controlled environments.
- Responsible for all aspects of body shop repair operations collision damage estimates, scheduling, negotiations with insurance companies.
- Knowledgeable in direct repair programs with all major insurance carriers and rental car companies, warranty repairs, accounting responsibilities/payables/receivables.
- Supervised all operations and 14 body shop employees. Revenues in excess of \$150k monthly.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Or Equivalent - (2006)