ROBERT SMITH

Car Lot Attendant

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SUMMARY

Responsible for the proper check-in of all new vehicle inventory from the manufacturer and for making certain that all wholesale vehicles are in the designated areas in the additional inventory lot.

CORE COMPETENCIES

Lot Maintenance, People Skills, Verbal Communication.

PROFESSIONAL EXPERIENCE

Car Lot Attendant

ABC Corporation - May 2016 – September 2018

Key Deliverables:

- Made sure the lot is clean of debris.
- Made sure cars have the appropriate amount of gas.
- Made sure all cars are clean inside and out.
- Took cars to and from inspection.
- Took cars to and from for repair.
- Performed battery replacing, changing flat tires or repairing the hole in the tire, etc. Organized car lots and kept cars clean.
- Performed various other tasks asked of by managers.

Car Lot Attendant

Delta Corporation - 2011 – 2015

Key Deliverables:

- Provided excellent customer service.
- Maintained a clean work environment.
- Ensures cars are not damaged or broken into.
- Cleaned cars,and transport parts.
- Washed cars. Detailed inside and outside of cars.
- Successfully maintained and organized all new and used car inventory.
- Facilitated the delivery of new and used cars for the sales team/customer.

EDUCATION

- High School Diploma - (Dowling High School - West Des Moines, IA)

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