Robert Smith

Commercial Parts Manager

CONTACT DETAILS

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

PERSONAL STATEMENT

Outgoing customer service and sales offering superb customer service proficiency and passion for exceeding sales goals. Results-oriented professional, specializing in answering telephones and provide troubleshooting information, report and analyze customer information with a unique ability to relate to diverse clients and close high-dollar sales.

WORK EXPERIENCE

Commercial Parts Manager

ABC Corporation -   September 2001 – October 2006

Responsibilities:

- Received and filled telephone orders for parts.
- Filled customer orders from stock.
- Read catalogs, microfiche viewers, or computer displays in order to determine replacement part stock numbers and prices.
- Prepared sales slips or sales contracts.
- Received payment or obtain credit authorization.
- Examined returned parts for defects, and exchange defective parts or refund money.
- Marked and stored parts in stockrooms according to prearranged systems.

Commercial Parts Manager

Delta Corporation -   1997 – 2001

Responsibilities:

- Setup and maintain commercial contracts, Answer phones and arrange delivery and pick up of commercial parts sales, open and close store when working .
- Maintain store crew by supervising and ensuring everyone was doing their part of the teamwork.
- Manage and service all of store commercial accounts, schedule all deliveries, manage up to 5-6 employees.
- Responsible for managing store in the absence of store manager.
- Order and maintain store inventory, provide customer service.
- My primary duties consisted of selling automotive parts and maintaining commercial accounts, checking and warehousing automotive parts, managing.
- Managed commercial parts program for the Reading store.

Education

GED

SKILLS

Microsoft Office Suite; Customer Relations.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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