ROBERT SMITH

Motor Vehicle Representative

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Seeking a Motor Vehicle Representative with 2 years of experience with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

OCTOBER 2014 – MAY 2016

MOTOR VEHICLE REPRESENTATIVE - ABC CORPORATION

- Used mathematical skill to ensure accurate cashiering techniques when processing cash, check, & atm transactions.
- Reviewed and analyzed drivers record to know reinstatement requirements after suspension & revocation due to D.U.Is, DCSS, and Financial Responsibility.
- Reviewed forms & applications for accuracy & inspect documents for authenticity.
- Accurately processed all identification, drivers license, & AB-60 driver license transactions.
- Processed verification of transit training documents, ambulance, firefighter certifications.
- Administered vision test, capture fingerprints & photographs of customers, authenticate vital statics documents, provided excellent customer service, & administer & review licensing exams.
- Gathered information for statistical reports.

2013 – 2014

MOTOR VEHICLE REPRESENTATIVE - DELTA CORPORATION

- Effectively communicating with customers providing accurate information pertaining to California law and procedures.
- Preparing documents, possessing excellent organizational skills.
- Working with sensitive information, and protecting the identities of individuals while upholding the integrity of the position.
- Job to greet and assist customers with their vehicle registrations, transfer of ownership and some drivers license-related tasks.
- Assist the customers with properly filling out the proper forms and making sure they can take care of their vehicle registration related tasks.
- Used Customer service, typing, vehicle inspections.
- Supervised, trained, and monitored 28 to 50 representatives throughout their enforcement calls Designed and implemented an incentive program.

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EDUCATION

GED

SKILLS

MS Word, Salesforce, Scheduling Skills, Management Skills, Vehicle Registration.