

Parts Consultant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Background includes an extensive record of experience and achievements in purchasing, inventory control, parts management, administrative management, and customer service.

Skills

Mechanical, Electrical, Wiring.

Work Experience

Parts Consultant

ABC Corporation - April 2012 - March 2015

- Contributed to parts department sales achieving new sales records for six months in 2014 with the best month in dealership history of \$350,000.
- Achieved maximum bonus payout level on multiple occasions throughout 2014.
- Assisted in building a loyal base of repeat customers by capitalizing on a strong network of previous contacts and relationships in the automotive industry.
- Extensively involved with inventory organization, shipping, and receiving, customer interaction, and problem-solving.
- Assisting customers with any questions regarding parts installation or technical specifications.
- Completed on going training from auto manufacturers to learn about new car models/technology and maintain annual recertifications.
- Tracked incoming/outgoing parts, located out of stock parts, ensured prompt shipment of part orders, and coordinated communication with vendors/customers on part orders.

Parts Consultant

ABC Corporation - 2010 - 2012

- Maintain the parts department in a clean and organized manner.
- Accurately price parts and accessories using the proper pricing source and keep the computer system up to date.
- Informing customers of any current specials.
- Demonstrates behaviors consistent with the Companys Values in all interactions with customers, co-workers, and vendors.
- Meet and assist the customer in a courteous and professional manner providing them with the information they need.
- Answer telephone calls promptly and provides professional service ensuring the customers needs are met.
- Ensure that incoming inventory is stocked in the correct location.

Education

GED - 1987(Farragut High School - Knoxville, TN)