

ROBERT SMITH

Parts Counter Salesman

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Parts Counter Salesman, responsible for Handling basic maintenance of the truck including filling the tank with gas, checking oil, keeping it clean, and making sure required inspections are performed, Helping with stock orders when they arrive to expedite delivery.

CORE COMPETENCIES

Commercial Truck Driver, Overhead Crane Operator, Automotive Technician, Aircraft Avionics Technician.

PROFESSIONAL EXPERIENCE

Parts Counter Salesman

BEAVER COUNTY CHRYSLER JEEP DODGE - August 2015 – 2022

Key Deliverables:

- Received and filled telephone orders for parts.
- Filled customer orders from stock.
- Received payment or obtain credit authorization.
- Marked and stored parts in stockrooms according to prearranged systems.
- Discussed use and features of various parts, based on knowledge of machines or equipment.
- Read catalogs, microfiche viewers, or computer displays in order to determine replacement part stock numbers and prices.
- Checked with the parts manager, or shipping and receiving clerk before leaving to coordinate any last-minute pick-ups or deliveries.

Parts Counter Salesman

Delta Corporation - 2012 – 2015

Key Deliverables:

- Read catalogs, microfiche viewers, or computer displays in order to determine replacement part stock numbers and prices.
- Determine replacement parts required, according to inspections of old parts, customer requests, or customers descriptions of malfunctions.
- Receive and fill telephone orders for parts.
- Fill customer orders from stock.
- Prepare sales slips or sales contracts.
- Receive payment or obtain credit authorization.
- Take inventory of stock.

EDUCATION

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- High School Diploma