ROBERT SMITH

Parts Counter Salesman

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Highly qualified Parts Counter Salesman with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

2015 – 2015
PARTS COUNTER SALESMAN - ABC CORPORATION

- Increased sales for parts department.
- Located available parts when the dealership is out of stock.
- Assisted technicians in purchasing parts and accessories for services.
- Handled parts payment collection and making sure all parts are billed correctly through the service department and collision repair shop.
- Packaged and shipped parts back to the manufacturer from time to time, and completing the appropriate record keeping Referring to parts manuals (both hard copy and electronic format) to identify exactly the right part(s) for the make, model and year of vehicles being serviced.
- Opened and closed of paperwork, computers and general day to day operations.
- Performed store opening duties, including counting cash drawers and checking all equipment for proper functioning.

2011 – 2014
PARTS COUNTER SALESMAN - DELTA CORPORATION

- Increased sales for parts department.
- Assist technicians and walk-in customers in purchasing parts and accessories.
- Locating available parts when the dealership is out of stock.
- Handling parts payment collection and making sure all parts are billed correctly through the service department and collision repair shop.
- Packaging and shipping parts back to the manufacturer from time to time, and completing the appropriate record keeping.
- Referring to parts manuals (both hard copy and electronic format) to identify exactly the right part(s) for the make, model and year of vehicles being serviced.
- Inventory control through check in, receiving suggested orders, customer orders and manual entries.

EDUCATION

MS

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SKILLS

Handy Man, Training Skills.