

ROBERT SMITH

Associate Parts Professional I

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

SUMMARY

Objective is to find a job that is both challenging and rewarding. want to find a job that will also keep busy and focus not only on hard work and respect, but also focus on having a friendly, comfortable environment. want to find a job that will also allow to improve what skills already have and allow to learn even more valuable workplace skills.

CORE COMPETENCIES

Word Processing, As400, And Ryders Smo Systems.

PROFESSIONAL EXPERIENCE

Associate Parts Professional I

ABC Corporation - August 2012 – July 2015

Key Deliverables:

- Promotes and sells products and/or services to meet customer needs through established processes and procedures.
- Assists with preparing and maintaining merchandise displays.
- Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations.
- Places machine down and stock ordered parts in assigned locations per guidelines.
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order.
- Understands and ensures adherence to corporate and customer data policies.
- Follows all safety rules and regulations in performing work assignments.

Parts Professional

Delta Corporation - 2007 – 2012

Key Deliverables:

- This position required knowledge of automotive parts, as well as automotive service.
- Practiced exceptional customer service as I built a customer base of my own, while meeting sales quotas.
- Acquired my Parts Professional certification, as well as other training certifications.
- On a daily basis I provided customers, both commercial and walk in, with the correct parts, and all the parts to complete the job in one trip, all .
- Cycle counts, Sales, Stocking shelves.
- Castle Rock, CO August 2012 - June 2013, September 2014 - January 2015
Answered phones Helped customers Schedule Deliveries Clean store Invoiced .

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- Overseeing Operations, Store merchandising, Plan-o-grams, cycle counts, as well as opening and closing duties.

EDUCATION

Education Dr - (Nassau Community College - Garden City, NY)

