

Robert Smith

Parts Salesman

PERSONAL STATEMENT

To obtain a part-time Parts Salesman position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

WORK EXPERIENCE

Parts Salesman **ABC Corporation - June 2004 - 2020**

Responsibilities:

- Coordinated with inside and outside customers to fill orders.
- Established and maintained a working relationship with local and national vendors to ensure best possible service and pricing.
- Answered incoming calls from internal and external customers.
- Maintained the computer equipment and network.
- Kept a daily record of all activities and customer interactions.
- Helped organize a community event, tightening the bond between the organization and the local area.
- Saved time and money for the company by maintaining, repairing, and replacing old computer equipment as well as the newer equipment required by the Shop Technicians.

Parts Salesman **Delta Corporation - 2003 - 2004**

Responsibilities:

- currently sale parts unload truck check people out keep the store clean and drive and deliver parts when needed.
- Delivered parts.
- As a parts salesman at Hawkeye Trucks I hold many diverse responsibilities.
- Daily duties consist of taking customer phone calls, helping with our walk-in customers, looking up parts, ordering/buying, and daily/monthly .
- In addition to my everyday task I also help with our outside sales, customer relations, setting up new accounts, filing invoices, responsible for the .
- Strive to keep strong relations with all of my customers and help them in any way that I can.
- Parts sales, shop maintenance, restocking and ordering parts, hydraulic hose cutting and splicing, refilling batteries with acid, make parts runs, .

Education

GED

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Planning Skills, Sales
Man.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)