



BENJAMIN LEE

Parts Specialist

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PROFESSIONAL SUMMARY

With a decade of experience as a Parts Specialist, I excel in managing inventory and optimizing procurement processes. My expertise lies in utilizing advanced inventory systems and ensuring timely parts delivery while maintaining excellent customer relations. I am dedicated to enhancing operational efficiency and driving client satisfaction through effective service and communication.

WORK EXPERIENCE

Parts Specialist

📅 Mar / 2019–Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Analyzed sales data to meet profit goals and improve inventory turnover.
2. Collaborated with management to ensure timely parts availability for service operations.
3. Established and enforced customer service guidelines to enhance satisfaction.
4. Ensured consistent quality service for both internal and external customers.
5. Finalized pricing for automobile parts, ensuring competitive and accurate quotes.
6. Approved and managed purchase orders for optimal parts inventory.
7. Compiled and presented weekly financial reports to store management.

Parts Specialist

📅 Mar / 2015–Mar / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Managed the parts counter, addressing customer inquiries and fulfilling orders efficiently.
2. Oversaw inventory management, including ordering and stock monitoring.
3. Coordinated shipping via UPS and FedEx, ensuring timely delivery of parts.
4. Transformed a disorganized warehouse into an efficient, well-labeled inventory environment.
5. Utilized inventory software daily to generate pick tickets and invoices.
6. Conducted regular inventory audits and collaborated with shipping companies for cost-effective solutions.

EDUCATION

Associate of Applied Science in Automotive Technology

📅 Mar / 2012 – Mar / 2015

Springfield Technical Community College

📍 Denver, CO

Studied automotive systems, emphasizing parts management and customer service.

SKILLS

Warranty Management



Technical Support



Sales Forecasting



Market Research



Parts Distribution



Product Sourcing



INTERESTS

- 🤿 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

- 📦 Stewardship 🤝 Teamwork
🔗 Tenacity 🔭 Vision

LANGUAGES



English



French



German

ACHIEVEMENTS

- 🌟 Increased parts turnover rate by 20% through optimized inventory management.
- 🌟 Achieved a 95% customer satisfaction rating by enhancing service delivery processes.