

# Robert Smith

## *Tle Service Writer*

### PERSONAL STATEMENT

Tle Service Writer is Using a consultative selling process to assist customers in planning for ongoing required maintenance of their vehicle. Producing repair orders for customers, including cost and time estimates, with full transparency. Communicating frequently with technicians and parts associates to ensure timely completion of work.

### WORK EXPERIENCE

#### ***Tle Service Writer***

**ABC Corporation - March 2014 - May 2018**

##### *Responsibilities:*

- Scheduled appointments for service/maintenance/recall work.
- Greeted customers and inspect their vehicle.
- Conducted all business with sincerity, honesty, and genuine concern for customer.
- Listened to customer's reason(s) for bringing their vehicle to the service department.
- Advised customers about necessary/suggested services and costs.
- Followed the status of the customers vehicle from service bay entry through completion of work.
- Kept customers informed of any changes that occur.

#### ***Tle Service Writer***

**Delta Corporation - 2012 - 2014**

##### *Responsibilities:*

- Provide service orders for cars being serviced Accomplishments Interacting with customers and co workers Skills Used Learning about vehicles.
- Working on vehicle, Writing up work orders, hazwaste handling, sales associate, and Cashiering.
- Take orders Help customers with vehicles Cash register Phones Assist Manager with inventory.
- Ensured a safe and clean environment by maintaining safety standard and maintenance - Maintain company procedures for dealing with hazardous fumes .
- Interface with Customers.
- Made vehicle orders for patrons.
- Managerial duties.

### Education

BS

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Planning,  
Communicational Skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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