

# ROBERT SMITH

## Used Car Sales Manager/Executive

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Dependable team player and independently efficient. Resourceful, professional with an outgoing personality and great sense of humor. The outstanding decision, exceptional time management, and demonstrated customer service skills.

**2000 - 2004**

### **USED CAR SALES MANAGER/EXECUTIVE - ABC CORPORATION**

- Responsible for running day to day activities in dealership, organizing and magazine advertisements.
- Overseeing the finance department to make sure they are maximizing the profits for the dealership.
- Work every car deal for maximum profit to also work within the customers budget.
- Handle all internet leads and sales including disbursement of leads to sales staff.
- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Viewing of back door analytics to maximize individual viewing of all inventory.
- Responsible to write out processes forever facet of every job from meet and greet of customers to trade-in procedures to vehicle clean up, start to finish.

**1999 - 2000**

### **USED CAR SALES MANAGER/EXECUTIVE - ABC CORPORATION**

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Instruct staff on how to handle difficult and complicated sales.
- Assign employees to specific duties.
- Plan and prepare work schedules and keep records of employees work schedules and time cards.
- Establish and implement policies, goals, objectives, and procedures for their department.
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

Diploma

## **SKILLS**

Ms. Word, MS Office, Outlook, Office: Word, Powerpoint, Photoshop, Photography, Sales, Typing, Windows