
Auto Parts Manager Resume

Job Objective

Long time Auto Parts Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

Highlights of Qualifications:

- Wide experience in maintaining highline vehicles and administering all auto parts
 - Deep knowledge of customer services and increasing numbers
 - Remarkable ability to perform basic tests
 - Outstanding ability to interpret and update profit and loss statements
 - Ability to perform basic diagnostic tests
 - Exceptional skills to maintain good relations with customers and colleagues
 - Ability to pass the Parts Knowledge Assessment successfully
 - Ability to be fleet certified and drive a company vehicle
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Professional Experience:

Auto Parts Manager
Peb Boys, Pampa, TX
October 2008 – Present

- Hired and evaluated work of all staff members working in parts department.
- Monitored inventory for all parts level and adjusted it to minimize any kind of obsolesce.
- Developed and implemented policies for ordering special parts.
- Analyzed all inventory and sales of parts and ensured compliance to all profit goals.
- Participated in manager and department and analyzed programs and recommended changes.
- Maintained department operations and changed layout on regular basis to ensure effectiveness.
- Administered employee payrolls and ensured timely completion of all paperwork.
- Monitored customer complaints and ensured resolution within company guidelines.

Retail Auto Parts Specialist
Premium Retail Services, Pampa, TX
August 2003 – September 2008

- Assisted General Manager in managing store and its staff and developed necessary strategies.
 - Maintained good working relations with retail customers and ensured fulfillment of all needs.
 - Provided excellent customer services and ensured satisfaction of customers.
 - Managed an inventory of parts for department and maintained correct records for same.
 - Prepared training materials and participated in all company meetings and ensured achievement of all goals.
 - Monitored work according to automotive principles and ensured solutions to all issues.
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Education:

Bachelor's Degree in Business – Marketing
Northwest Missouri State University, Maryville, MO

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