
Automobile Service Manager Resume

Job Objective

Experienced Automobile Service Manager seeks a new career path where I can put my experience to use for the benefit of the company.

Highlights of Qualifications:

- Experience in repairing automobiles in facility and managing retail store for same
 - Outstanding knowledge of operations and managing relations
 - Immense ability to driving various manual transmission systems
 - Exceptional ability to operate various hand and power tools
 - Proficient with dealership computer systems
 - Ability to read and comprehend written instructions and information
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Professional Experience:

Automobile Service Manager
Ace Group, Miramar, FL
October 2008 – Present

- Documented all employee jobs and provided necessary feedback on same.
- Coordinated with various departments and ensured a proper stock maintenance at all times.
- Maintained accounts of all receivable for all kinds of social work.
- Ensured quality checks on completed jobs in organization.
- Monitored customer complaints and ensured timely resolution for all.
- Managed and updated records of all warranty parts and ensured compliance to all company policies and procedures.
- Ensured compliance to all safety procedures to avoid any kind of hazard.
- Developed annual service budget and assisted in making necessary forecasts.

Automotive Service Technician
Lompoc Honda, Miramar, FL
August 2003 – September 2008

- Performed repairs on all automobile in accordance to factory standards and ensured compliance to all regulations.
- Coordinated with parts department and obtained all necessary parts required for performing repairs.
- Analyzed automobile functioning and diagnosed necessary repairs and informed customer for same.
- Documented all work performed on vehicle and repair or maintenance work done on it.
- Maintained work according to company technical bulletins and attended regular classes on same.
- Ensured compliance to all company policies and procedures.

Automotive Service Advisor
EMC Corporation, Miramar, FL
May 1998 – July 2003

- Inspected vehicles and ensured satisfaction of all customer needs.
 - Assisted in selling various parts and accessories and achieved company targets in sales.
 - Prepared and reviewed various repair orders and documented all procedures.
 - Administered repairs done on various automobiles according to necessary warranty specifications.
 - Managed vehicle service requests and inspected vehicle before delivery to ensure completion of same.
 - Supervised proper cleaning of all used and new vehicles.
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Education:

Bachelor's Degree in Automotive Technology
Caldwell College, Caldwell, NJ

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