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## Automotive Fixed Operations Director Resume

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### Job Objective

To obtain a responsible position as Automotive Fixed Operations Director where my past work experience will be beneficial.

### Work Experience:

Automotive Fixed Operations Director, August 2005 – Present  
AutoNation, Inc, Appleton, WI

- Hired, trained, motivated, and monitored the performance of department staff.
- Trained service sales staff to promote customer satisfaction.
- Generated and strived to increase labor sales.
- Set individual and total shop sales objectives.
- Hired and trained service advisors.
- Maintained daily sales and production records.
- Hired and maintained technical production staff.

Automotive Fixed Operations Director, May 2000 July 2005  
The Lampe Company, Appleton, WI

- Ensured the department meets all financial goals.
- Established promotional service prices.
- Ensured department adheres to all company-established and legal guidelines.
- Prepared and monitored annual operating budget.
- Enforced safety requirements.
- Ensured compliance with federal, state and local regulations that may affect parts sales.
- Maintained professional appearance and attitude.

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### Summary of Qualifications:

- Strong fixed operations experience in automotive dealership
- Expert in maintaining reporting systems required by owner & company
- Huge Knowledge in Monitoring and controlling the performance of the department
- Sound knowledge of overall Automobile operations, management and wholesale relations
- Proficient in dealership computer systems, and MS Office suite
- Skilled in automotive mechanical diagnosis, problem-solving and repairing
- Excellent communication and interpersonal skills
- Strong leadership, management and motivational skills
- Outstanding ability to prioritize work tasks, multi-task, and maintain focus

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### Education:

Bachelor's Degree in Mechanical Engineering, Hampden-Sydney College, Hampden-Sydney, VA

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