
Automotive Manager Resume

Job Objective

Looking for employment with company seeking an experienced Automotive Shop Manager.

Highlights of Qualifications:

- Huge experience in managing retail store operations in an automotive environment
 - Outstanding knowledge of software programs such as point of sale
 - Huge knowledge of environmental regulations
 - Exceptional ability to initiate new business strategies
 - Good understanding of retail store operations
 - Remarkable ability to communicate with customers on phone
 - Skilled to analyze problems in vehicles and inform customer accordingly
 - Ability to learn new techniques, and business strategies
 - Good skills to perform basic arithmetic in providing estimates
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Professional Experience:

Automotive Shop Manager

MileOne Automotive, Dearborn, MI

October 2008 – Present

- Managed a team of employees and provided leadership in all processes.
- Trained and provided necessary support to new employees.
- Monitored any open positions in shop and made necessary hires.
- Coordinated with marketing team and ensured necessary support.
- Participated regularly in training programs to facilitate work.
- Developed goals and ensured achievement of same on a regular basis.
- Ensured compliance to all company concepts and procedures.

Assistant Automotive Shop Manager

Hall Automotive, Dearborn, MI

August 2003 – September 2008

- Coordinated with shop manager and developed ways to improve sales and retention of customers.
- Prepared ways to promote company name and ensured quality services to customers.
- Analyzed customer vehicle and provided an estimate of necessary changes and repairs required.
- Assisted management in managing inventory of products and compliance to all environmental regulation in repair process.
- Ensured operation and services of all vehicles according to safety regulations.

Automotive Shop Foreman

Carl Black Automotive, Dearborn, MI

May 1998 – July 2003

- Monitored training of all employees for any new process.
 - Provided support to all employees in in-shop processes.
 - Coordinated with shop manager and administered everyday activities of shop.
 - Maintained good relations with all employees working in shop.
 - Assisted shop manager in opening and closing shop everyday.
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Education:

Bachelor's Degree in Automotive Engineering Technology

Belmont Abbey College, Belmont, NC

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