
Automotive Parts Manager Resume

Job Objective

To secure a position as Automotive Parts Manager and to be considered a valued member of your team.

Highlights of Qualifications:

- Admirable experience in supervising highline vehicle and managing six sigma and lean methodologies
 - Exceptional knowledge of vehicle mechanical operations
 - Deep knowledge of WMS systems
 - Immense ability to maintain effective relationships with customers
 - Outstanding ability to perform physical work effectively
 - Amazing communication skills in both oral and written forms
 - Skilled to provide optimal customer services
 - Ability to Stand for extended periods of time
 - Excellent eye-to-hand coordination, and manual dexterity
 - Ability to identify and resolve issues
-

Professional Experience:

Automotive Parts Manager
National Auto Parts Association, Baltimore, MD
October 2008 – Present

- Prepared goals for department and ensured optimal achievements for same.
- Hired and trained department staff in efficient performance.
- Managed inventory for service departments and ensured consistency in it.
- Administered effective tagging of all parts to assist in full credit.
- Maintained and supervised all stock order procedures.
- Designed wholesale parts programs and ensured optimal profits.
- Ensured compliance to all customer guidelines and maintained optimal levels of satisfaction.
- Assisted in preparing daily reports for sales productivity.

Automotive Parts Supervisor
NAPA Auto Parts, Baltimore, MD
August 2003 – September 2008

- Planned all manpower requirements and organized daily meetings to ensure optimal work flow.
- Ensured compliance to all company policies and trained staff on work procedures.
- Administered work and ensured customer satisfaction for all products.
- Assisted departments in hiring process and executed effective program.
- Prepared a budget for products and ensured adherence to all same.
- Maintained work process and developed ways to improve work process.

Automotive Parts Repair Associates
Kia Motors, Baltimore, MD
May 1998 – July 2003

- Managed installations and ensured adherence to verbal and written instructions.
 - Performed and verified tests on product components and inspected all assembled units.
 - Ensured compliance to all safety policies and procedures.
 - Analyzed customer requirements and ensured work according of timeframe.
 - Participated in various training activities.
-

Education:

Bachelor's Degree in Mechanical
Amridge University, Montgomery, AL

[Build your Resume Now](#)