

---

## Automotive Service Consultant Resume

---

### Job Objective

Seeking an Automotive Service Consultant position in an environment where I can utilize my experience and my knowledge to add value to an organization.

---

### Work Experience:

Automotive Service Consultant, August 2005 – Present  
ART MOEHN CHEVROLET-HONDA, Derby, CT

- Interacted with service customers to analyze the nature of the mechanical problems.
- Scheduled and organized appointments using dealership approved forms.
- Utilized maintenance menu to maintain a daily log of repair orders written, status and carryovers.
- Delivered vehicles to customers and answered questions, reviewed work performed and explained charges and coverage.

Automotive Service Consultant, May 2000 – July 2005  
2348-Maroon Cadillac, Derby, CT

- Clarified description of problems, conducted inspections and took test drives.
  - Developed and prepared estimates by costing materials, supplies, and labor.
  - Calculated customer's payment and deductibles.
  - Prepared documents on repair orders.
  - Obtained approval signatures and entered RO into service database system.
  - Participated in educational programs.
- 

### Summary of Qualifications:

- ASE Certified with remarkable experience as Automotive Service Consultant
  - Profound ability to drive manual transmission vehicles
  - Familiarity with automotive & truck systems and technical resources
  - Ability to read and comprehend instructions and information
  - Ability to drive manual transmission vehicles
  - Excellent written and verbal communication skills
  - Strong customer service skills
  - Possess valid driver's license
- 

### Education:

High School Diploma, Great Plains Luth High School, Watertown, SD

---

[Build your Resume Now](#)