
Body Shop Estimator Resume

Job Objective

Career minded Body Shop Estimator seeking position with growing company in which to put my education, training and experience to use.

Highlights of Qualifications:

- Vast experience in auto body repair, refinish, mechanical, frame, suspension and other related automotive components
 - Exceptional knowledge of computer estimating software packages
 - Deep knowledge of DRP procedures
 - Familiarity with federal, state and local regulations regarding OSHA guidelines
 - Ability to make independent decisions and negotiate with customers and insurance companies
 - Ability to maintain a positive, can-do attitude
 - Excellent computer and follow-through skills
 - Strong negotiating and communication skills
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Professional Experience:

Body Shop Estimator, August 2005 – Present
Courtesy Autogroup, Nokomis, IL

- Prepared damage repair estimates by comparing and evaluating different repair methodologies.
- Reviewed factual information and ensured only claim related damages are listed.
- Advised customers of the repair plan.
- Monitored and followed-up on all customers.
- Negotiated cost of up-sell items with customers.
- Assessed and approved repair order supplements with technicians with the discretionary authority.

Body Shop Estimator, May 2000 – July 2005
Asbury Automotive, Nokomis, IL

- Assessed vehicle damage to determine the cost of repair for insurance claim settlements.
 - Evaluated automobiles by using mechanical testing devices, questioning customers about the vehicle's performance or by visual inspection of the vehicle.
 - Documented orders and listed cost of parts and labor.
 - Assisted repair facilities in achieving scheduling.
 - Ensured compliance to established productivity standards.
 - Performed final quality control check of vehicle and the administration prior to delivery.
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Education:

High School Diploma, Berrien High School, Nashville, GA

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