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## Body Shop Manager Resume

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### Job Objective

To obtain Body Shop Manager Position with an established company where I can further boost my career in this field.

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### Highlights of Qualifications:

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- Hands on experience in painting body and managing working in a body shop environment
  - Deep knowledge of body shop maintenance operations
  - Sound knowledge of Microsoft Office Applications
  - Immense ability to multitask and prioritize work
  - Exceptional ability to work independently
  - Amazing communication skills in both oral and written forms
  - Skilled to managed work efficiently
  - Proficient in managing all work professionally
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### Professional Experience:

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Body Shop Manager  
Fred Beans, Twin Falls, ID  
October 2008 – Present

- Coordinated with customers and insurance adjusters and developed business to maintain sales volume for work.
- Ensured optimal levels of customer satisfaction and maintained department profit.
- Supervised efficient working of all body shop employees and performed repair work and maintained quality standards for same.
- Maintained effective working relationships with customers and colleagues.
- Evaluated completion of vehicles coming to shop and monitored regular progress and suggested required safety procedures.
- Monitored all customer complaints and resolved it according to dealer guidelines.

Body Shop Technician  
Hertz, Twin Falls, ID  
August 2003 – September 2008

- Performed repairs on vehicles according to manufacturer standards.
- Reviewed all parts required for repair and maintained records of all parts ordered and received.
- Facilitated work and prepared all vehicles for body repair.
- Analyzed work and identified any problems in performing quality work.
- Ensured all work by wearing protective equipment and ensured safety regulations.
- Maintained compliance to all federal and local regulations and required body operations.

Body Shop Worker  
Kirk-Chevrolet, Twin Falls, ID  
May 1998 – July 2003

- Assisted various departments in transferring vehicles to appropriate areas of body shop.
  - Prepared all vehicles for repair such as washing vehicles and removing debris from it.
  - Managed various hand tools for performing work appropriately.
  - Inspected vehicle after painting and removed all making tape and cleaned vehicle prior to delivery.
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### Education:

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Bachelor's Degree in Automotive Technology  
Strayer University, Alexandria, VA

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