
Collision Center Manager Resume

Job Objective

Qualified Collision Center Manager seeking a position in which to put my communication skills and experience to work for right company.

Highlights of Qualifications:

- Certification in ASE and ICAR
 - Experience in performing and supervising work as Collision Center Manager
 - Exceptional knowledge of auto body estimates
 - Operational knowledge of software packages
 - Ability to manage multiple projects and prioritize work
 - Ability to coordinate with personnel
 - Excellent communication skills
 - Profound skills to facilitate sales
 - Proficient in DRP procedures for all repair
-

Professional Experience:

Collision Center Manager
Asbury Automotive Group, Gloucester City, NJ
October 2008 – Present

- Supervised everyday production meetings for all technicians.
- Prepared required ABS reports on monthly basis.
- Developed and maintained good relations with insurance appraisers.
- Monitored compliance to production schedule as per board requirements.
- Evaluated monthly financial statements to administer cost controls.
- Provided training to staff for all safety procedures as per safety manual.
- Performed performance appraisals for all office and repair center personnel.
- Maintained inventory of supplies and placed purchase orders.

Collision Center Estimator
Herb Chambers Companies, Gloucester City, NJ
August 2003 – September 2008

- Inspected damage vehicles and determined extent of damage.
- Prepared estimated of all labor and repair costs.
- Administered repair cost issues and coordinated with appraiser to resolve issues.
- Ensured compliance to all safety policies and procedures.
- Assisted to fill all insurance forms for cost estimate.
- Established total loss of vehicles and performed repair.

Collision Center Technician
Molle Toyota, Gloucester City, NJ
May 1998 – July 2003

- Assisted to operate all tools and equipments efficiently.
 - Ensured accuracy in all repair order and performed work.
 - Managed communication with parts departments and obtained parts.
 - Prepared reports for all machinery defects on vehicles.
 - Documented repair order and performed required work.
 - Maintained knowledge on all manufacturer technical bulletins.
-

Education:

Bachelor's Degree in Business Administration
South Suburban College, South Holland, IL

[Build your Resume Now](#)