
Dealership Porter Resume

Job Objective

To obtain a Dealership Porter position with growing firm in which to enhance my abilities and be a positive influence on company.

Highlights of Qualifications:

- Remarkable experience of dealership management services
 - Profound knowledge of good deals
 - Familiarity with customer services
 - Skilled in handling dealers effectively
 - Ability to operate automatic and manual vehicle transmissions
 - Ability to work in outdoor conditions
 - Ability to operate 750lb motorcycle
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Professional Experience:

Dealership Porter

Bob Moore Auto Group, Osage City, KS
August 2007 – Present

- Maintained parking lot neat and organized.
- Removed debris from driveway and sidewalks.
- Maintained the vehicles clean inside and outside.
- Ensured that service department was kept clean.
- Restocked coffee and other related supplies in service department.
- Assisted technicians in vehicle maintenance services.
- Prepared new and used vehicles for customer delivery.
- Reported any damages and accidents to Supervisor.

Dealership Porter

Korum Automotive Group, Osage City, KS
May 2004 – July 2007

- Ensured cleanliness of dealership office at all times.
 - Cleaned showroom, kitchen and bathroom.
 - Assisted in transporting cars to designated locations in lot.
 - Washed and cleaned cars periodically.
 - Replaced batteries and replenished vehicle fluids when necessary.
 - Prepared key tags for vehicles.
 - Maintained buyer guides and stock tags for each vehicle.
 - Arranged cars in lot as per dealership display standards.
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Education:

High School Diploma

Refugio High School, Santa Ynez, CA

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