
Dealership Service Manager Resume

Job Objective

Experienced Dealership Service Manager seeking a position with growing firm that can make use of my expertise.

Highlights of Qualifications:

- Experience in managing services and heavy equipment for truck industry
 - Thorough knowledge of product and technical process
 - Deep knowledge of service department
 - Ability to provide continuous improvement process
 - Ability to manage multiple projects and prioritize work
 - Ability to maintain relationships with customers
 - Amazing communication skills in both oral and written form
 - Ability to prepare reports for all issues
 - Solid understanding MS Excel
-

Professional Experience:

Dealership Service Manager
Freedomroads, Wellborn, FL
October 2008 – Present

- Ensured compliance to all vendor policies and procedures.
- Evaluated service department purchases and repair orders.
- Maintained efficient quality of services and facilitated repairs.
- Performed investigation on all vehicle completion.
- Assisted to perform periodic checks on various activities.
- Analyzed and maintained knowledge on all Federal regulations.
- Performed regular interviews with service department employees.
- Reviewed repair orders for all dealership activities.

Dealership Service Advisor
Luther Automotive, Wellborn, FL
August 2003 – September 2008

- Maintained record of all processes within timeframe.
- Performed all end of month procedures for open repair orders.
- Managed all documents and obtained required customer signature.
- Greeted all customers coming to service departments with courtesy.
- Developed all service tickets accurately.
- Monitored Special Order Parts handling within required guidelines.

Dealership Service Controller
SNH Management, Wellborn, FL
May 1998 – July 2003

- Provided efficient services to all customers.
 - Supervised working of accounting staff.
 - Coordinated with account department for financial statement.
 - Assisted and reconciled all bank data.
 - Maintained record of all company transactions for various desks.
 - Ensured compliance to General Accounting Practices.
-

Education:

Bachelor's Degree in General Management
Rider University, Lawrenceville, NJ

[Build your Resume Now](#)