
Parts Advisor Resume

Job Objective

To become a valued asset with the organization using my experience as a Parts Advisor.

Highlights of Qualifications:

- Strong parts experience at the dealership level
 - Good knowledge of inventory management systems
 - Ability to read and interpret safety rules, operating and maintenance instructions and procedure manuals
 - Good understanding of mechanical, electrical, and hydraulic schematics
 - Proficient in operating parts scanner, key machine, fork lift, and pallet jack
 - Excellent communication and customer service skills
 - Good decision making and negotiation skills
 - Ability to perform multitask work and meet deadlines
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Professional Experience:

Parts Advisor, August 2005 – Present
Keystone Automotive Ltd, Oak Brook, IL

- Ensured to provide prompt service to customers.
- Ensured that parts are correctly checked against delivery notes, and that all orders are checked before the delivery note is signed.
- Ensured that the work area is kept to a high standard of cleanliness.
- Maintained up-dated displays at all times.
- Managed procedures for cash, cheques and accounts.
- Reported stock damage and losses to the Parts Manager.
- Assisted in stock checks.

Parts Advisor, May 2000 – July 2005
Hall Ford Body Shop, Oak Brook, IL

- Placed orders for parts, stocking parts in inventory and informed recipients when orders arrive.
 - Maintained catalog of parts, and updated it on price changes.
 - Ensured the correct merchandise is shipped and in perfect condition.
 - Prepared and maintained records and reports on inventory; approved purchase orders and worked with accounting to process invoices.
 - Assisted in the annual parts inventory; maintained neat and orderly stock.
 - Informed departments responsible for filing adjustment claims as to whether or not shipments are damaged and incorrect.
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Education:

High School Diploma, Miami High School, Miami, AZ

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