
Parts Specialist Resume

Job Objective

After years of experience, seeking work as a Parts Specialist within a qualified and stable company.

Highlights of Qualifications:

- Experience in managing various operating systems and its related parts
 - Operational knowledge of Microsoft Office
 - Thorough knowledge of parts operating systems
 - Remarkable ability to work in a fast paced environment
 - Exceptional ability to provide optimal customer services
 - Amazing communication skills in both oral and written forms
 - Skilled to organize work
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Professional Experience:

Parts Specialist
United Rentals, Cincinnati, OH
May 2006 – Present

- Managed purchase of parts from various manufacturers and suppliers and managed an inventory of same.
- Administered and processed both external and internal parts orders and prepared all invoices for it.
- Assisted branch manager in various parts activities and ensured efficiency of customer services provided.
- Performed timely repair on all rental equipment.
- Maintained literature for all parts and related pricelist.
- Monitored changes in suppliers and repairs and updated records accordingly.

Parts Specialist
RDO Equipment Co., Cincinnati, OH
March 2003 – April 2006

- Ensured a neat and clean department area at all times.
 - Prepared records of all sales and customer transactions in organization.
 - Monitored delivery of parts to both internal and external customers timely.
 - Maintained knowledge on current industry trends and related product information.
 - Managed shipping and storage of all parts according to local and stat guidelines.
 - Participated in various training programs to develop skills.
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Education:

High School Diploma
Lawrenceburg High School, Lawrenceburg, IN

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