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## Parts Specialist Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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High School Diploma  
Lawrenceburg High School, Lawrenceburg, IN

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