
Service Porter Resume

Job Objective

To work as a Service Porter in your organization.

Highlights of Qualifications:

- Extensive experience of performing janitorial related tasks
 - Sound knowledge of first aid and safety procedures
 - Operational knowledge of hand and power tools
 - Familiarity with basic repair and maintenance operations
 - Wide knowledge of janitorial activities
 - Ability to drive trucks
 - Ability to lift up to 70 pounds
 - Ability to interpret maintenance instructions
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Professional Experience:

Service Porter

Bobby Rahal Automotive Group, Rochester, NY

August 2007 – Present

- Performed vehicle inspection for any damages and stains.
- Picked-up vehicles from warehouse and delivered to customers.
- Maintained cleanliness of vehicle interior and exterior.
- Maintained vehicle lot neat and orderly.
- Assisted in arranging vehicles as per dealership display standards.
- Replaced vehicle batteries and replenished fluids when required.
- Adhered to company policies at all times.

Service Porter

Lithia Motors, Inc., Rochester, NY

May 2004 – July 2007

- Performed waxing, polishing and painting of vehicle exterior.
 - Vacuumed vehicle interior and upholstery.
 - Managed cleaning schedules assigned by Manager.
 - Removed debris from sidewalks and landscapes.
 - Maintained inventory control of vehicle parts.
 - Managed merchandise shipments appropriately.
 - Notified Manager about any safety concerns.
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Education:

High School Diploma

Life Academy High School, Oakland, CA

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