
Warranty Clerk Resume

Job Objective

Seek a Warranty Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Warranty Clerk
Crown Motors, Edwardsville, IL
May 2004 – Present

- Ensured all required information is obtained in order to process claims.
- Computed warranty claims into relevant database.
- Informed customers, and branches of any additional information needed to process claims.
- Ensured appropriate follow up on all claims to ensure timely credits.
- Issued warranty credits to customers.
- Informed customers and branches of claim denials courteously.

Warranty Clerk
Tropic Supply, Inc., Edwardsville, IL
March 2002– April 2004

- Assisted warranty and office personnel to research missing credits, warranty claims.
 - Assisted warehouse warranty clerk in storing and scrapping warranty parts.
 - Communicated effectively with branch, factory personnel, and customers.
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Summary of Qualifications:

- Wide knowledge of Industry and Warranty Laws of the land.
 - Ability to process claims and investigate information.
 - Working knowledge of computers
 - Ability to compute data accurately
 - Excellent customer and intra personal skills.
 - Ability to issue warranty credits to customers.
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Education:

Associate Degree in Business Administration
Wayne County Community College, Detroit, MI

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