

AUTOMOBILE SERVICE MANAGER

Summary

Attentive Automobile Service Manager with comprehensive knowledge of the automobile industry. Adept at providing an optimal level of customer support that includes speedy resolutions to customer service issues. Specialize in managing an able staff to meet customer expectations.

Experience

05/2013 to Current

Automobile Service Manager Company Name i¼ City , State

- Ensured that warranty specifications were upheld when work was performed Managed vehicle repair requests and regular service appointments Maintained inventory of replacement parts and prepared purchase orders Prepared shop displays of auto parts Inspected vehicle repairs Provided regular employee evaluations Ensured compliance with shop standards.

06/2011 to 05/2013

Automobile Service Manager Company Name i¼ City , State

- Clearly defined employee responsibilities and tracked performance.
- Assisted with initial diagnostics and supervised vehicle work.
- Ensured that customer and employee areas were kept clean and organized.
- Managed service requests and prepared a database listing such requests.
- Ensured timely completion of vehicle services.
- Coordinated with sales team to prepare marketing strategies.

Education and Training

2011

Bachelor's Degree : Automotive Technology University of California i¼ City , State Automotive Technology

2014

Associate's Degree : Business Management University of California i¼ City , State Business Management Want more? Check out our other examples. See More Examples

Skills

vehicle repairs, database, inventory, marketing strategies, sales