

## **Automotive Sales and Service**

Alfred brought attention to his specific expertise of being able to locate "hard-to-find parts" at the beginning of his resume and attractively displayed his skills balanced with well-placed graphic lines.

### **ALFRED SIMPSON**

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#### **Sales / Service •Automotive-Truck Parts**

#### **Qualifications & Skills Summary**

Over 20 years' experience in the Automotive-Truck Parts industry specializing in locating the hard-to-find parts.

- ◆ Committed
- ◆ Dedicated
- ◆ Proficient under stress
- ◆ Effective in fast-paced environment
- ◆ Efficient problem solver
- ◆ Even-tempered
- ◆ Excellent customer service
- ◆ Honest
- ◆ Learn & adapt quickly
- ◆ Persistent
- ◆ Personable
- ◆ Reliable
- ◆ Resourceful
- ◆ Strong product knowledge
- ◆ Superb follow through
- ◆ TAMS Autolog & Triad Computer System
- ◆ Thorough Troubleshooter
- ◆ Trustworthy

#### **History of Employment**

##### **Lead Counterman • Specialized Parts Planets • Rancho Cordova, California • 2009 - 2011**

Answered phones and received parts orders. Researched parts and supplied recommendations. Worked with shop equipment sales. Supplied customer service support often recommending specific tools for certain jobs. Looked up service bulletins on All Data and assisted technicians. Specialized in obtaining, hard-to-find parts for British makes car – Aston, Bentley, Rolls and Lotus.

##### **Parts Controller • Carmichael Honda • Citrus Heights, California • 2005 - 2008**

Received orders and ordered parts Maintained inventory control. Wrote service orders for customers. Test-drove vehicles. Company had 7 bays.

##### **Counterman • Carquest Auto Parts • Rancho Cordova, California • 1999 - 2004**

Looked up auto parts for walk-in and telephone customers. Received and processed orders from dealers and other shops. Troubleshoot and provide solutions for customers. Deliveries and some machine shop work.

##### **Outside Sales • Sherwin-Williams • Rancho Cordova, California • 1989 - 1998**

*Progressively promoted from initial position of Stock Clerk/Delivery*

Mixed paint for custom colors. Worked extensively in machine shop. Operated overhead Broach, performed valve jobs, installed valve guides and assembled two engines with excellent results.

##### **Assistant Purchasing Agent • Christopher James House• Rancho Cordova, California • 1986 - 1988**

Purchased road repair supplies: Ordered parts for light to heavy trucks, caterpillars, graders and rock crusher.