

ROBERT SMITH

Lot Attendant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Hard working, intelligent and a person who is willing to go that extra step just to learn something new everyday.

CORE COMPETENCIES

Forklift Operator, Production Management.

PROFESSIONAL EXPERIENCE

Lot Attendant

ABC Corporation - August 2015 – September 2015

Key Deliverables:

- Inspects cars to detect damage and to verify presence of accessories listed on invoice, such as spare tires and radio and stereo equipment.
- Records description of damages and lists missing items on delivery receipt.
- Parks new cars in assigned area according to model.
- Assigns stock control numbers to cars, and catalogs and stores keys.
- Re park cars, following sales, to maximize use of space and maintain lot in order.
- Delivers sold cars to new car preparation department.
- Services cars in storage to protect tires, battery, and finish against deterioration.

Lot Attendant

ABC Corporation - 2010 – 2015

Key Deliverables:

- Worked daily and preformed a wide array of different jobs to ensure the store was always well maintained and functioning properly.
- Attended and maintained all lots on site, detailed and cleaned all vehicles registered with store, met any and all janitorial and landscaping needs, organized and scheduled client pick-ups and deliveries, and worked with customers on a personal letter to provide quality service.
- Newdallasltd.com Worked extensively to build and develop my very own website & social media platform New Dallas Ltd.
- Some of the basics tasks include general upkeep of the website, writing and maintaining daily blog post.
- Frequent social media updates including Facebook, Twitter, Instagram, Tumblr & Ello.
- Developing innovative and viral social campaigns to further website traffic.
- <http://graphicsbywufei.portfoliobox.me/>.

EDUCATION

ROBERT SMITH

Lot Attendant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

■