

ROBERT SMITH

Lot Attendant/Detailer

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Hard-working, highly motivated employee, that is dependable and service-driven. Importance of customer service and completing work in a timely fashion.

SEPTEMBER 2014 - 2019

LOT ATTENDANT/DETAILER - POWER BUICK GMC

- Verify receipt of new cars delivered to dealer and park cars in new car lot in orderly manner compare serial numbers of incoming cars against invoice.
- Inspect cars to detect damage and to verify presence of accessories listed on the invoice.
- Park new cars in assigned area according to model.
- Re-park cars, following sales, to maximize use of space and maintain lot in order.
- Deliver sold cars to new car preparation department.
- Wash and detail new and trade-in cars to prepare for the sale lot.
- Assist the sales team with fueling vehicles for test drives.

2011 - 2014

LOT ATTENDANT - ABC CORPORATION

- Duties My job was a Lot Attendant.
- Job duties including organizing cars on the lot, cleaning, washing, vacuuming, washing windows inside and out, peeling off price stickers and stickers listing what the car had and what it included.
- Also opened up shop by putting flags out for the company, opening service car wash bay, unlocking used cars, making sure showroom cars were dusted and ready to be viewed by salesman and customers.
- Also helped the service department by washing customers cars, droving customers to and from the dealership on weekends, taking cars in and out of the shop to park for customers to get in and leave.
- Even got asked to deliver a car with a salesman and we went to Poulson, Montana to deliever a Hyundai Sonata.
- Mainly worked by myself for the most partbut also worked with salesman when they would sell cars and worked with the service writers when theynwere short handed for washing cars.
- References Stephen Livingstone 509 572 5641 I worked with him in the service department Jeremy Polk 509 570 6969 I worked withhim in the sales department.

EDUCATION

High School Diploma in General Education - (McNary High School - Keizer, OR)

SKILLS

Bilingual.