

Robert Smith

Lot Attendant/Clerk

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SUMMARY

Compassionate, loyal and dedicated individual who has an ambition to succeed in any given environment. Extensive experience in most industries interested in, seeking a position where I can develop and excel while also achieving long term goals.

SKILLS

Very strong sales and customer service skills.

WORK EXPERIENCE

Lot Attendant/Clerk

Paul Miller Toyota - April 2016 - 2019

- Assist in the order of organizing the dealerships cars & trucks on a day to day basis.
- Retrieve vehicles from 2 other storage locations within 5 miles of the dealership.
- Work inside the showroom floor with bringing cars onto the floor as well as bringing them out.
- Picking up customers from their homes or work locations to bring them back to the dealership.
- Assist with putting on license plates for new & former customers.
- Able to retrieve vehicles from other dealerships within the tristate area such as swapping out the current dealerships vehicles for other ones from other dealers.
- Ability to comply with rules & regulations from higher authority within the company.

Lot Attendant

ABC Corporation - 2011 - 2016

- Assigned stock control numbers to vehicles, catalog and store keys.
- Serviced vehicles in storage and Blue Fox fleet to protect tires, battery, and finish against deterioration, also perform oil and other fluid changes.
- Greeted customers and provided them with instructions for locating vehicles.
- Kept area clean and orderly to ensure that space usage is maximized.
- Patrolled area in order to prevent vehicle damage and vehicle or property thefts.
- Operated the cash drawer.
- Promoted Blue Fox Towing and Transport services..

EDUCATION

Highschool Diploma - 2010(Eastside Highschool Government of public administration - Paterson, NJ)