

Objective

To work effortlessly and obtain a position within an organization where my skills may be best utilized.

Skills

Business Management, Accounting, Warehouse, Driving.

Work Experience

Lot Attendant I

ABC Corporation - February 2002 – 2019

- Inspect and record vehicles for any damages, and maintenance needs.
- Maintains new and used vehicle inventory for distribution to the different Enterprise Car Rental locations.
- Clean the interior and exterior of the vehicles, as well as, replace vehicle fluids and replacing batteries as needed.
- Maintain the lot orderly of the vehicles being sold to dealerships.
- Transport vehicles around the parking lot as needed.
- Performs preventative maintenance on the building property; changing lighting fixtures, and light cleaning areas of the buildings exteriors and interiors.
- Maintain equipment used for auto repairs, clean up and used on the building during maintenance.

Lot Attendant

ABC Corporation - 1999 – 2002

- Process cash and credit card transactions accurately and quickly.
- Answer questions related to the parking facility itself and/or the surrounding area.
- Complete daily paperwork and deposits accurately, when required.
- Maintain a clean and neat work location.
- Collect monies from parking pay stations and meters on a daily basis.
- Perform various office tasks as requested by office manager.
- Other duties as assigned..

Education