

Robert Smith

Lot Attendant

PERSONAL STATEMENT

Seeking an entry level position within a values driven environment that will lead to a lasting relationship in the customers' service field.

WORK EXPERIENCE

Lot Attendant

ABC Corporation - February 2012 - August 2014

Responsibilities:

- Compared serial numbers of incoming vehicles with invoice.
- Verified receipt of incoming vehicles delivered to dealer.
- Inspected delivered vehicles to detected damage and to verify presence of accessories listed on invoice.
- Recorded description of damages and listed missing items on deliverer receipt.
- Assigned stock control numbers to vehicles and stored keys.
- Reparked cars, following sales, to maximize use of space and maintain lot in order.
- Delivered sold vehicles to new car preparation department.

Lot Attendant

Home Depot - 2011 - 2012

Responsibilities:

- Loading and having knowledge about all products through the entire store.
- cleaning and safety.
- ensuring that every customer drives away with what they need and does it within a safe matter.
- Homer awards from all and any associates seeing me going out of my way to help out.
- Skills Used outstanding customer service.
- physically moving concrete bags and heavy objects.
- flexibility able to help out in every department..

Education

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Autocad, Bilingual,
Customer Service,
Computer, Excel, Email,
General Office, Filing,
Inventory Management,
Internet Research,
Microsoft Office, Medical
Terminology, Quick
Learner, Research,
Windows, Mac Os.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)