**Rufus H. Smith**

*Automotive Detailer*

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Wichita, KS 67202 *Message*: 316-265-5211 ext. 208

**Summary of Qualifications**

* Sound professional experience in the automotive detailing industry.
* Dedicated to delivering outstanding service and quality product by working hard to satisfy customer needs.
* Superlative communication skills while working in team environments.

**Professional Skills**

* Interpersonal and Teamwork Skills
* Proficient in interacting with a wide variety of personalities to help promote team building and foster harmony in the work place.
* Delivers excellent customer service, enhancing customer satisfaction, promote and increase business activity, and help secure customer patronage.

**Career History**

***Skilled Custodian* |** 2015-2017 State of Kansas | Winfield, KS

* + Swept, moped, stripped, waxed, and buffed floors.
  + Performs light building maintenance and fitness equipment upkeep.
  + Ensures and follows safety standards, policies, and procedures in the performance of duties.

***Auto Detailer* |** 2010-2015 Lawrence, KS

* + Washed and waxed vehicles to professional show room finishes.
  + Specialized in paint surface reconditioning and detailing.

***Telemarketer* |** 2002-2010 Affinitas Telemarketing | Lawrence, KS

* Worked as sales representative.
* Handled outbound customer service calls.

***Wash Team Member* |** 1999-2002 Turtle Wax Car Wash | Olathe, KS

* Monitored auto washer and wax machines.
* Performed minor detailing and reconditioning per customer requests.

***Production Team Member* |** 1992-1999 Davol Incorporated | Lawrence, KS

* Manufactured disposable hospital products.
* Table worker, press operator, extruder machine operator.

***Auto Prep Team |***1990-1992Sunny Hill Chevrolet | Lawrence, KS

* Prepared new cars for delivery.
* Detailed and reconditioned used vehicles prior to sale.