

Charles Malgrat IV

3434 Grosbeak Way
Raleigh, NC 27616
(480) 688-4410
charlie4malgrat@gmail.com

Skills

- *Excellent written and verbal communication skills
- *Proficient in computer skills with an emphasis on Microsoft Office and graphic design.
- *Strong collaborative skills

Experience

03/22-Present

Leith Mercedes-Benz, Raleigh - Express Technician

- Perform basic car maintenance including mechanical diagnosis, oil changes, battery checks/replacements, brake check/replacements
- Assist with major mechanical / electrical repair
- Assist in training incoming express technicians

12/20-03/22

Crossroads Infiniti, Raleigh - Express Technician

- Perform basic car maintenance including mechanical diagnosis, oil changes, battery checks/replacements, brake check/replacements.
- Assist with major mechanical / electrical repair
- Admin leadership of express tech team to include training and scheduling

01/20-12/20

Quality Construction Products, Raleigh - Office Admin/Sales Representative

- Customer service including placing/fulfillment of orders, deliveries, accounts receivable/payable and inventory control
- Create and mix custom concrete orders

08/19-01/20

Best Buy, Raleigh - Customer Service Rep/Sales Associate

- Customer service including sales, inventory check, cashier order pick up/delivery

Education

06/19

Rolesville High School, Rolesville NC - General Diploma

References

Furnished upon request