

Julie Gledhill

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OBJECTIVE

Position in Automotive Refinishing Sales and Support

PROFESSIONAL EXPERIENCE

May 2004-Aug 2005

Paint Matcher and Counter Sales

Auto Body Supply / Mountain West Paint

Experience with DuPont, R/M, and Sherwin Williams paint lines. Helped customers choose products to best fit their specific needs. Organized and maintained paint room. Have done nearly a thousand paint matches. Have good communication and human relation skills. Attended extra classes in color matching, R/M products, and custom painting.

Aug 2002 – May 2004

Auto Collision Repair and Refinishing

Salt Lake Community College

One year learning auto collision repair techniques. Removing dents, straightening bent structures, welding, and analyzing what is needed to restore a damaged vehicle.

One year of color matching, spray gun techniques, airbrushing, worked with a variety of various materials, supplies, and equipment used in the refinishing process. 3.8 GPA.

Jan 2002 – Aug 2005

Receptionist

Stockton to Malone Honda

Head receptionist, received phone calls from multiple lines and directed to over 100 extensions, worked with customers, filed paperwork, hired and trained new employees, basic computer skills

Aug 2001 – June 2002

One year “Auto Body and Paint”

Alta High School

4.0 GPA in Auto Body and Paint, 3.6 GPA overall

Dec 2001 – Aug 2005

Dining Room Attendant, Cashier

Sweet Tomatoes

Attended tables and customers needs

May 2000 – Nov 2001

Night Manager

Juice Tree

Closing manager, food preparation, customer service

EDUCATION

Graduated Auto Body and Collision Repair, Salt Lake Community College

Graduated Alta High School, Sandy Utah, 3.6 GPA

References available upon request