

Nicholas Rizzo | Parts Advisor

Introduction

I am an experienced Parts Advisor and automobile enthusiast who possesses a deep understanding of the methods, techniques, parts, tools and materials related to auto service and repair. I'm looking for an opportunity to apply my experience, expertise, and remarkable interpersonal skills at a forward thinking and innovative organization. I perform well in a leadership position or working together as a team and thrive on being coachable and constructive criticism. I believe that people + purpose create organizations that can change the world and that begins one interaction at a time.

Experience

Tim Dahle Infiniti / Parts Consultant

December 2016 - PRESENT, Salt Lake City, UT

- Administrative responsibilities including but not limited to: prompt email and voicemail responses, inbound/outbound phone calls, and in-person customer service.
- Exceptional communication and relationship management skills with regard to customers, suppliers, service team, fellow team members/co-workers, and leadership.
- Conduct and record transactions with multiple dealer management systems keeping accurate records and data with meticulous attention to detail.
- Scrupulous inventory and order management/control.
- Prioritized customer satisfaction, emphasizing beginning to end communication and customer understanding.

Tim Dahle Infiniti / Parts Delivery Driver

November 2015 - December 2016, Salt Lake City, UT

- Order fulfillment (pulling, loading, organization, and, delivery)
- Organization of inventory and returns

Renegade Rentals / Sales and Customer Service

January 2015 - November 2015, Logan, UT

- Consultation, customer service, sales, and repair services for a full line of tools and equipment.

Dillons Distribution Center / Logistics Coordinator

April 2012 - January 2015, Wichita, KS

- Supported both inbound and outbound freight management
- Identify and coordinate transportation requirements
- Establish and coordinate warehouse transportation resources
- Plan, schedule, and route orders to ensure on-time delivery
- Communicate with warehouse staff and truck drivers to ensure efficient arrangement of orders being transported.

Education

Salt Lake Community College/ Computer Science

June 2016-Incomplete, Salt Lake City, UT

Hutchinson High School / General Education

August 2005 - May 2009, Hutchinson, KS