TAY KWOK SOON

Address: 18-20 Bukit Pasoh Rd, Singapore 089834

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Highlights

* Results-oriented
* Revenue generation
* Business development
* Effective marketing

Experience

**Store Manager -** 09/2015 to 05/2019

**LUXURY CAR CENTER**, SINGAPORE

* Motivate and coach employees to meet service, sales, and repair goals.
* Create and modify employee schedules with service levels in mind.
* Recruit and hire top mechanics, service advisors, and sales people.
* Maintain detailed logs and reports of services performed, profit, and budget information.
* Help out in sales and repair areas as needed and maintain comprehensive current knowledge of operations.

**Store Manager -** 09/2014 to 09/2015

**JAPAN CAR CENTER,** New York

* Answered customer questions and resolved service issues in a timely manner.
* Diagnosed customer issues by asking probing questions and write up repair orders.
* Ordered supplies and kept inventory at optimal levels.
* Coordinated equipment repairs and maintenance.

Education

Bachelor of Science: Automotive Technology - 2014

Technical Institute, NY

Summary

Store Manager equipped with extensive experience in automotive sales management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve store operations, increase top line sales, and reduce costs.