1. Applied dyes and reconditioning chemicals to vinyl tops of vehicles to restore color and condition.
2. Applied wax to vehicle exteriors and buffed to brilliant shine.
3. Maintained regular list of high-end clientele due to exceptional service and outstanding pricing.
4. Used steam cleaning equipment to remove dirt from engine and engine compartment.
5. Interacted face-to-face with customers to understand vehicle detailing needs and deliver quality satisfaction.
6. Mixed cleaning solutions, abrasive compositions and other compounds to clean interior and exterior of vehicle.
7. Cleaned upholstery, rugs and other surfaces by using cleaning agents, applicators and cleaning devices.
8. Completed vehicle inspections prior to service and after completion to assess damage.
9. Operated buffers, steamers, hoses, vacuums and other equipment to meet service expectations.
10. Applied revitalizers and preservation agents to vinyl or leather surfaces and treated fabrics with spot-and stain-resistant chemicals to preserve and protect interior components.
11. Led [type] team in delivery of [type] project, resulting in [result].
12. Eliminated downtime and maximized revenue by providing top project quality control.
13. Interpreted drawing markups and implemented drawing revisions provided by engineers.
14. Received and processed stock into inventory management system.
15. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
16. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
17. Used Microsoft Word and other software tools to create documents and other communications.
18. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
19. Led projects and analyzed data to identify opportunities for improvement.
20. Prepared a variety of different written communications, reports and documents to ensure smooth operations.