1. Worked on [Type], [Type] and [Type] vehicles to repair engines, transmissions and electrical systems.
2. Explained estimates and determined repair timelines to manage customer expectations.
3. Maintained awareness of vehicle market trends to assess customer demands and budgets.
4. Maintained fleet vehicles in good working order by following preventive and corrective maintenance schedules according to OEM.
5. Cultivated rapport with transportation industry professionals to streamline buying processes.
6. Serviced air conditioning systems, changed and topped off fluids and completed maintenance inspections.
7. Communicated issues to supervisor and helped develop solutions.
8. Delegated and supervised vehicle bodywork to body team for restoration and remediation.
9. Repaired brake, exhaust, electrical and other systems for domestic automotive brands.
10. Inspected damaged vehicles to estimate repair labor cost and required parts expense.
11. Supervised and mentored [Number] team members and facilitated daily service operations to drive business growth.
12. Implemented tracking systems to monitor parts inventory and transactions to reduce discrepancies.
13. Retained accurate records of purchases, titles and sales.
14. Inspected vehicles and utilized market and industry expertise to execute strategic automotive purchases for dealers, private clients and volume resellers.
15. Broke down complex mechanical information into simpler parts for individuals with little or no understanding of system operations.
16. Changed, rotated and balanced tires.
17. Used specialized tools to detect leaks in gas and refrigerant systems.
18. Procured, organized and managed parts inventories.
19. Performed safety and emissions inspections.
20. Completed customer orders and warranty services according to manufacturer specifications.