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