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