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