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