

# Jeffrey Roser

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## Work Experience

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### **Automotive repair technician**

L&J Service Centers - Tampa, FL

January 2023 to Present

Daily prevention maintenance and repair of postal trucks ranging from fluid top ups to engine and transmission R&R's and more.

### **Parts Manager**

I and j service centers - Tampa, FL

July 2019 to May 2022

My day would start with creating and completing parts work orders for scheduled maintenance of vehicles, then oversee distribution of assigned parts to vehicles, check parts distributors computer systems for returns or warranty parts, overstock and defective parts, conducting quarterly inventory audits, receiving in and restocking of weekly scheduled shipment of parts, meeting with 3rd party vendors for direct purchases of parts and shop supplies, and ending with paper filing purchase order receipts, ASN's and bills of lading

## Skills

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- Auto Service Management
- Purchasing
- Inventory Control
- Supervising Experience
- Automotive Repair (10+ years)
- Mechanic Experience
- Management
- Vehicle Maintenance
- Sales Management
- Brake Repair
- Oil Change
- Basic math
- Delivery driver experience
- Communication skills
- Customer service
- Suspension

- Merchandising
- Mechanical Knowledge
- Transmissions
- Hydraulics
- Tire Service
- Video editing (1 year)
- Video production (1 year)
- Content creation (1 year)
- Supervising experience
- Automotive repair
- Sales management
- Customer service
- Driving
- Merchandising
- Photography
- Pool maintenance
- Equipment repair
- Mechanical knowledge
- Hand tools
- Power tools
- Communication skills
- Pest control
- Sales
- Purchasing
- Procurement
- Brake repair
- Service writing (2 years)