

COHEN HENDERSON

ENTRY LEVEL AUTOMOTIVE PARTS ENGINEER

📞 (215) 555-1234 ✉️ cohen.henderson@example.com

🌐 linkedin.com/in/cohenhenderson 📍 Philadelphia, PA 19103

STRENGTHS

- ✓ **Strong Organizational Skills**
Implemented methods to optimize storage solutions, benefiting overall productivity and space usage.
- 👥 **Team Collaboration**
Engaged colleagues across departments, facilitating discussions that enhance productivity and align goals.
- 👁️ **Detail-Oriented Approach**
Maintenance of records and adherence to safety protocols were pillars of operational success.
- 💡 **Adaptability**
Adjusted strategies in response to changing operational conditions, demonstrating resilience during busy periods.
- 👍 **Customer-Focused Attitude**
Responded proactively to customer inquiries, establishing rapport and driving service satisfaction.

SKILLS

Automotive Parts Management

Inventory Control Safety Protocols

Customer Service

Team Collaboration

Parts Management Software

Order Fulfillment Record Keeping

Logistics Coordination

Technical Support Problem Solving

Data Entry Quality Assurance

Communication Skills

Adaptable Learning

SUMMARY

Automotive parts professional excited to contribute skills and experience in a dynamic parts associate role. Capability for efficiently managing parts inventory, identifying necessary components, and maintaining storage areas ensures streamlined automotive service operations. Proven commitment to safety protocols while supporting continuous improvement initiatives fosters collaboration with technicians, enhancing service delivery. Eager to represent CarPro Solutions by ensuring timely availability of parts, optimizing workflows, and elevating customer satisfaction. Looking forward to leveraging training knowledge in ASE certification and operational procedures to foster team success.

EDUCATION

Certificate in Automotive Technology

Community College of Philadelphia 🎓 GPA: 3.8 📅 2026 📍 Philadelphia, PA

Coursework: Automotive Systems, Diagnostics Procedures, Safety Standards, Engine Repair

TECHNICAL SKILLS

- **Parts Management Software:** DealerTrack, NetSuit, Mitchell1
- **Safety Standards:** OSHA Regulations, DOT Compliance, Risk Assessment
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho CRM
- **Inventory Tracking Systems:** Fishbowl, FreshBooks, QuickBooks
- **Organizational Tools:** Trello, Asana, Microsoft Planner
- **Technical Specifications Tools:** AllData, Identifix, RepairLink
- **MS Office Suite:** Word, Excel, PowerPoint
- **Data Analysis Tools:** Tableau, Google Analytics, SPSS
- **Communication Platforms:** Slack, Zoom, Microsoft Teams
- **Logistics Software:** SAP, Oracle Logistics, Freightos

EXPERIENCE

Parts Associate

AutoTech Innovations 📅 June 2025 - Present 📍 Burlington, NJ

Support automotive service operations by managing order fulfillment and parts logistics effectively. Collaborate with service teams to streamline inventory processes while ensuring safety standards are upheld. Promoting efficiency through effective training and organization enhances both team performance and customer satisfaction.

- Coordinate ordering and inventory management systems for ready accessibility.
- Implemented organizational strategies that improved parts retrieval efficiency by 30%.
- Partner with technicians to communicate and document parts requirements promptly.
- Ensure compliance with safety protocols, promoting a clean and organized workspace.
- Assist in onboarding new staff members on parts acquisition and management techniques.
- Regularly monitor stock levels to minimize service interruptions and maintain continuity.

Parts Assistant

Precision Auto Services 📅 January 2024 - May 2025 📍 Mount Laurel, NJ

Contributed as part of a dynamic team, assisting daily operational demands through effective parts processing and inventory maintenance. Capitalized on strengths in software tools and communication within fast-paced settings, essential for service excellence.

- Streamlined incoming parts processing for swift operations and improved customer interactions.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Parts Associate at AutoTech Innovations (1.2 Years)
- Parts Assistant at Precision Auto Services (1.3 Years)

- Maintained organized storage solutions enabling quick access to frequently used components.
- Conducted inventory audits ensuring compliance with organizational standards and protocols.
- Utilized advanced parts management software to improve tracking and ordering workflows.
- Resolved customer inquiries regarding part specifications, fostering clarity and satisfaction.
- Participated actively in safety training initiatives, ensuring a culture of workplace safety.

LEADERSHIP & AWARDS

- ASE Certification Expected 2026
- Safety Excellence Award at Precision Auto Services

CERTIFICATIONS

- ASE Certification 📅 2026
- Automotive Technology Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- Member of Automotive Service Excellence (ASE)
- Active Volunteer with Local City Recycling Initiative

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST