

SKILLS

Technical Writing ____ Team Collaboration Quality Assurance Inventory Management

STRENGTHS



INTERESTS



LANGUAGES

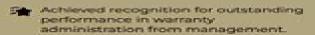


EDUCATION

handling.

	■ Mar / Aug 2000 2000
Business Academy Training focused on customer excellence, including warranty	service

ACHIEVEMENTS



CHARLOTTE HARRIS

Automotive Warranty Administrator

52 Support@dyviaresume.com J (02) 456 7899 Q Los Angeles

PROFESSIONAL SUMMARY

As an Automotive Warranty Administrator, I paid close attention to details, accuracy, and timeliness of claims to ensure the Service Department received payment. I also assisted each store's Finance and insurance Department in answering warranty submittal questions effectively.

WORK EXPERIENCE

nevenusperiknessurmussern.

Automotive Warranty Administrator



- I. Arranged for parts to be shipped to the factory or distributor or to be scrapped.
- Assisted with the cashier and telephone duties as needed.
- 3. Assisted with any clerical needs as directed by the fixed operations manager or the controller.
- 4. Maintained a professional appearance and a neat work area.
- 5. Provided support during warranty audits conducted by manufacturers, ensuring all necessary documentation and records were readily available for review.
- 6. Developed strong relationships with manufacturer representatives to foster collaboration and ensure a smooth warranty claims. process.
- 7. Managed the processing of warranty claims for various automotive manufacturers, ensuring compliance with company policies and manufacturer guidelines to minimize claim rejections.

Automotive Warranty Administrator



- 1. Responded to customer inquiries regarding their warranty coverage, claim status, and any out-of-pocket repair costs that may not be covered by the warranty.
- 2. Ensured all claims followed manufacturer warranty policies and local regulations to avoid rejections or penalties.
- 3. Conducted audits of claims to ensure all necessary parts, labor, and documentation align with the warranty coverage, preventing any discrepancies.
- 4. Coordinated the return of defective parts covered under warranty and ensured replacements were handled promptly.
- S. Assisted in tracking warranty-related expenses, helping to manage budgets and warranty-related financials for the dealership or service center.
- 6. Reviewed and analyzed warranty documentation to verify the accuracy of claims submitted by service departments, identifying discrepancies and resolving issues promptly.
- 7. Coordinated with service technicians to gather necessary information and documentation for warranty claims, facilitating a smooth and efficient claims process.
- 8. Maintained detailed records of all warranty claims, including claim status, payment history, and any correspondence with manufacturers, to ensure accurate reporting and tracking.

Jan / 2005 May / 2005

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Richard H. Beatty

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