



SKILLS

Technical Writing



Team Collaboration



Quality Assurance



Inventory Management



STRENGTHS

Assertiveness

Agility

Creativity

Criticality

INTERESTS

Travel

Sports

Music

Hiking

LANGUAGES



English
87%



Russian
78%



Spanish
74%

EDUCATION

Certificate in Customer Service Management

Mar / Aug
2000 / 2000

Business Academy

Brookfield

Training focused on customer service excellence, including warranty claim handling.

ACHIEVEMENTS

Achieved recognition for outstanding performance in warranty administration from management.

CHARLOTTE HARRIS

Automotive Warranty Administrator

support@qwikresume.com (323) 456-7899 Los Angeles

www.qwikresume.com

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

Automotive Warranty Administrator

Mar / 2004-Mar / 2010

Pineapple Enterprises

Santa Monica, CA

1. Arranged for parts to be shipped to the factory or distributor or to be scrapped.
2. 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

Jan / 2005-Mar / 2003

Crescent Moon Design

Portland, OR

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.
5. 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.

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Richard H. Beatty



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