

SKILLS

Technical Writing ____ Team Collaboration Quality Assurance Inventory Management

STRENGTHS



INTERESTS



LANGUAGES

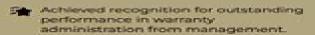


EDUCATION

handling.

| Certificate in Customer Service Management | ■ Mar / Aug 2000 2000 ■ Brookfield |
|--|--|
| 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

Resume Template 2025 Warranty

S Ashworth

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Interactive and Gamified eBooks

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Limbo. Gesprekken met God Het eerste deel van de 'Gesprekken met God'-serie, Een ongewoon gesprek met God, werd in 1995 uitgebracht. Aanleiding bewerken. In een interview met Larry ... Een ongewoon gesprek met God - Neale Donald Walsch Specificaties · Auteur: Neale Donald Walsch · Uitgever: VBK Media · ISBN: 9789021593814 · Bindwijze: Paperback · Aantal Pagina's: 208 · Rubriek: Spiritualiteit ... Wally Olins The Brand Handbook /anglais A remarkable guide to have as an inspiration when branding your company, or even yourself. This book doesn't intend be a deep reading, it is a guide that points ... Wally Olins: The Brand Handbook Here, Wally Olins sets out the ground rules for branding success in the 21st century, explaining why understanding the links between business, brand and ... The Brand Handbook by Wally Olins (2-Jun-2008) Hardcover A remarkable guide to have as an inspiration when branding your company, or even yourself. This book doesn't intend be a deep reading, it is a guide that points ... Wally Olins The Brand Handbook /anglais This book is about brands, specifically what they are and how to create then manage one. In the beginning of the book, Olins gives examples of branding, as seen ... Wally Olins: The Brand Handbook Jun 2, 2008 — Here, Wally Olins sets out the ground rules for branding success in the 21st century, explaining why understanding the links between business ... List of books by author Wally Olins Looking for books by Wally Olins? See all books authored by Wally Olins, including Corporate Identity, and Brand New.: The Shape of Brands to Come, ... Wally Olins: The Brand Handbook ISBN: 9780500514085 - Paperback - THAMES HUDSON -2008 - Condition: Good - The book has been read but remains in clean condition. Wally Olins: the brand handbook Wally Olins sets out the ground rules for branding success in the 21st century, explaining why understanding the links between business, brand and consumer ... The Brand Handbook by Wally Olins Paperback Book ... Wally Olins: The Brand Handbook by Wally Olins Paperback Book The Fast Free · World of Books USA (1015634) · 95.7% positive feedback ... Wally Olins - The Brand Handbook (Hardcover) Here, Wally Olins sets out the ground rules for branding success in the 21st century, explaining why understanding the links between business, brand and ...