



Kimberly Wilson

Automotive Office Manager

Automotive Office Manager with six years in dealership operations. Skilled in inventory oversight, finance-department liaison, and customer-service processes.

PROFESSIONAL EXPERIENCE

Office Manager | DriveTime Motors, City, ST

April 2017 - Present

- Manage parts-and-service scheduling, reducing appointment wait times by 30%
- Oversee F&I paperwork, achieving 98% compliance with state regulations
- Coordinate sales support staff of eight, increasing upsell conversion by 15%

Receptionist | City Auto Mall, City, ST

June 2014 - March 2017

- Handled 100+ daily customer inquiries via phone and email
- Managed service-ticket routing to technicians

EDUCATION

A.A.S. in Automotive Management

Technical College, City, ST | May 2014

CONTACT



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LinkedIn | Portfolio



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