

customers order merchandise online, helped in keeping parking lot free of clutter, kept work area clean and presentable

2007-2015

Park Place Lexus-Plano, Texas

Service Administrator

Assisting clients with their luxury car buying experience from purchase to delivery, advocate for Park Place in helping clients understanding their vehicles and answered any questions, assisted with new set up of vehicle technology, answered phones and directed calls to proper departments, scheduled next service for clients, picked up vehicles with minor concerns, addressed to the manager of client concerns, helped executive assistant with private business matters, washed and cleaned vehicles, inspected vehicles for delivery