

# Adam Armijo

## **ASE Certified Parts Specialist**

Berthoud, CO 80513

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720-298-2278

ASE Parts Specialist with strong track record of success in automotive customer service roles. Relate easily to customers and can explain technical issues in layman's terms. Upbeat and flexible with good time management skills.

Authorized to work in the US for any employer

## Work Experience

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### **Parts Specialist**

21st Century Equipment, LLC - Longmont, CO

July 2023 to April 2024

Customer service parts counter, Receiving Stock , Ups Orders, Inventory Counts , Maintaining Open tickets , Stocking Showroom , Merchandising , Serving customer needs , Processing Returns ,Store Transfers.

### **Parts Specialist**

4Rivers Equipment - Longmont, CO

August 2019 to July 2023

Parts counter Sales , Stock Orders , Receiving Ups , Store Transfer , Inventory Count , Maintianing Open tickets , Updated on all Trainings, Serving Customer needs.

### **ASE Certified Parts Specialist**

Napa Auto Parts - Berthoud, CO

September 2006 to January 2018

- Responsible for customer sales.
- Opening and closing store.
- Experienced in heavy duty hydraulic hose machine and custom battery cables, brakes and heavy duty filters.
- Dispatching drivers to their location.
- Responsible for reconciling the end of the accounts receivable.
- Maintained inventory control.
- Trained all new employees.
- Maintain a positive, upbeat attitude with all customers.
- Actively engage customers to create an open dialog.
- Listen to customers preferences, questions and concerns to provide optimal service and uncover areas where additional services could be offered.
- Outline service options and benefits an an easy to understand manner.

### **Commercial Accounts Manager**

Autozone - Longmont, CO

December 2002 to July 2006

- Responsible for managing customer accounts on a daily basis.
- Managed up to 15 employees.
- Develop and maintain productive employee relationships.
- Organize and completed store opening and closing procedures.
- Ordered supplies and kept inventory control at optimal levels.
- Placed special orders for customers.
- Outside sales representative.

## Education

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### **High school**

## Skills

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- ASE (10+ years)
- ASE Certified (10+ years)
- Microsoft Windows (Less than 1 year)
- Outlook (Less than 1 year)
- Sales (10+ years)
- Cold Calling (10+ years)
- Account Management (10+ years)
- Salesforce
- Data Entry (10+ years)

## Additional Information

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### COMPUTER SKILLS / SOFTWARE

- Microsoft Windows
- Outlook
- All Data
- Mitchell
- Hollander
- Parts Pro

### CERTIFICATIONS

- ASE Certified Parts Specialists-2006