

CRAIG LEE

Parts consultant with 20+ years knowledgeable, and retail sales cash handling

Englewood, CO 80111

craiglee269@gmail.com

+1 720 648 8288

Over 20 yrs plus working in Parts, retail, sales, managing, & shipping & receiving, inventory, & customer service. Recognized for delivering unparalleled customer service. A verifiable track record of success backed by impeccable references. Areas of expertise include:

- Exceptional Customer Service ● New Product Introduction
- Merchandising and Display ● Budgeting/Record Keeping
- Employee Management ● Problem Solving
- Product Knowledge ● Inventory and Pricing Controls
- Exceptional Outside Salesman ● Computers

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Sales Associate/ Parts consultant

Larry H. Miller Dodge Ram Havana - Denver, CO

February 2017 to January 2023

MANAGING SPECIAL ORDERS, CUSTOMER SERVICE, CALLING AND MANAGING OFF ROAD ORDERING, SPECIAL ORDERS FOR PERFORMANCE VEHICLES, , COMPLIED WITH RECALLS & TECHNICAL SERVICE BULLETINS VENDORS ORDERS, FORK LIFT, SHIPPING AND RECEIVING, WAREHOUSE WORK, MAKING SURE WE HAD PARTS IN OUR DEPARTMENT .. TOOK CARE OF TECH'S IN THE SHOP. AM A TEAM PLAYER DIDN'T DO IT BY LUCK FOR 7 YEARS. MAKE SURE ORDERS AND JOB DONE IN A TIMELY MATTER

Shipping and Receiving Clerk/Material Handler, Parts Consultant

Toyota - Farmington, NM

May 2014 to April 2016

TOYOTA WEBB

MANAGED, SHIPPING AND RECEIVING FOR VENDORS & CUSTOMER, CUSTOMER SERVICE, MANAGED TOYOTA SPECIAL ORDER INVENTORY, COMPLIED WITH TOYOTA'S RECALLS & TECHNICAL SERVICE BULLETINS, SHIPPING AND RECEIVING, OPEN & CLOSED, UPDATING COMPUTER SYSTEMS, PROBLEM SOLVE CUSTOMER CONCERNS

ROUSTABOUT, PUSHER, IN CHARGE OF HYDROVAC EXCAVATION, OPERATED

OFT CONSTRUCTION, Kirtland NM - Kirtland, NM

January 2012 to December 2013

ROUSTABOUT, PUSHER, IN CHARGE OF HYDRO VAC EXCAVATION, OPERATED FORKLIFT, BACKHOE, USED TWO TON FLAT BEDS, POLY WELD, CUT & THREAD PIPE, INSTALL AND SETUP COMPRESSOR SITES.

Parts Consultant

Hi Country GMC, Chevy, KIA & MITSUBISHI, FARMINGTON NM (MANAGE) - Farmington, NM
January 2010 to January 2012

BACK COUNTER AND FRONT COUNTER, CALLING AND
MANAGING VENDOR ORDERS, ORDERING, SHIPPING AND RECEIVING, MANAGING
INVENTORY, SPECIAL ORDERS. CALLING AND MANAGING VENDOR ORDERS

PARTS CONSULTANT, OUTSIDE SALES, BACK COUNTER AND FRONT COUNTER,

ZIEMS FORD, FARMINGTON NM - Farmington, NM
January 2000 to January 2010

MANAGING SPECIAL ORDERS, CUSTOMER SERVICE, CALLING AND MANAGING OFF ROAD ORDERING,
SPECIAL ORDERS FOR PERFORMANCE VEHICLES, PARTS FOR
BIG TRUCKS, COMPLIED WITH RECALLS & TECHNICAL SERVICE BULLETINS VENDORS ORDERS, FORK LIFT,
SHIPPING AND RECEIVING, WAREHOUSE WORK,

Detention Officer II

SAN JUAN COUNTY DETENTION CENTER OFFICER - Aztec, NM
January 1998 to January 2000

MAINTAIN DETAINEES IN DIFFERENT CELL BLOCKS, BOOKING, RECEIVING
DETAINEES, PROCESS DETAINEES, MOVED DETAINEES FROM CELL TO
CELL, MANAGED WHOLE CELL BLOCK UNITS, MEDICAL ROUNDS WITH STAFF,
PROBLEM SOLVING AND MANAGING INMATES

Education

Equivalency: Bachelor of Science in Family and Consumer Science in Dietetics, Nutrition and Fitness, Community Nutrition

New Mexico State University-Main Campus - Las Cruces, NM
1995 to 1997

students basic college courses in economics psychology , intro to , human development , theories of personality, intro sociology ,Macroeconomics ,Microeconomics

San Juan Community College - Farmington, NM
1993 to 1996

Skills

- Outside Sales
- Backhoe Operation
- Pipe Threading
- Construction
- Management