

Edwin Finley

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Professional Summary

Personable and efficient client specialist with 10+ years in management. Seeking to leverage skills gained through positions of leadership and client interactions to build a long lasting career.

Authorized to work in the US for any employer

Work Experience

Client Support Specialist/Sales advisor

Callas Rennsport-Torrance, CA
September 2022 to February 2026

Acting as the main point of contact between our clients and the shop. I am also responsible for scheduling appointments and forecasting sales.

- Greet clients and perform initial check over inspection of vehicles
- Manage appointments
- Arrange client/vehicle pick up/drop off
- Assist with internal communications between Service Advisors, Parts and Techs
- Create, review, and close quotes/repair orders
- Assemble weekly sales projections and sales opportunities
- Provide daily project updates for the Company owner and General Manager
- Process payments
- Serve as the main contact for Dinan Performance and CarBahn Autoworks
- Review marketing emails

Shop Support

Callas Rennsport-Torrance, CA
December 2021 to August 2022

Responsible for the overseeing day to day shop operations involving Porsche and BMW brand vehicles. Currently transitioning to a Customer Service Representative role.

- Overseeing opening and closing
- Moving and transporting customer/shop vehicles on and off site
- Cleaning and detailing customer vehicles
- Cleaning and organizing shop spaces
- Assisting technicians
- Managing inventory of spare/used parts and fluids
- Organizing storage of vehicles
- Assisting service advisors with customer interactions

Assembler

iBUYPOWER-Industry, CA

May 2020 to December 2021

- Built custom PCs using high-end parts from various brands
- Performed QC on finished builds before shipping
- Installed windows and other various software
- Troubleshooting hardware and software issues

Food Safety Specialist

Food Safety Solution Inc

March 2019 to October 2019

Inspection/auditing of school kitchens, and dish machine and titan hardware servicing

- On site monitoring, teaching of proper food handling, seminar lead, and licensed Servsafe Proctor
- Warehouse maintenance, upkeep, and inventory control
- Responsible for promoting/selling, distributing, installing, and setting up new programs, tools, and equipment across various school districts

Perkins Student Center Food Service Supervisor

Aramark, University of Delaware

March 2017 to March 2019

Opening/closing of building, staff management, and inventory control

- Cash handling/cashier auditing, bank deposit management, and safe balancing
- Food safety standard supervision and food preparation
- Satellite location setup and supervision

Concessions Manager

Aramark, University of Delaware

November 2008 to March 2017

Management of concession locations at various University locations inclusive of the Bob Carpenter Center, Delaware Stadium, Little Bob, Acorn Arena, Fred Rust Ice Arena, and various satellite locations.

- Staff/volunteer management, multiple location station setup, and special event setup/breakdown
- Food safety standard maintenance, food preparation, and delivery to concessions locations
- Cash drawer, deposit management/ supervision, and monthly inventory and related reporting

Education

General Studies (Some College)

University of Delaware-Newark, DE

August 2008 to June 2011

College Preparatory

Glasgow High School-Newark, DE

August 2004 to June 2008

Skills

- audits

- Administrative experience
- Sales
- Retail Management
- Technical support
- Sales Experience
- Inventory Control
- Customer service
- Purchasing
- Inventory management
- Microsoft Powerpoint
- Software troubleshooting
- Management
- Time management
- Google Suite
- Assembly Experience
- Guest services
- Computer skills
- Warehouse management
- Microsoft Excel
- Microsoft Word
- Safety
- Desktop Support
- Communication skills
- Hospitality
- Windows
- Typing

Certifications and Licenses

Driver's License

April 2024 to November 2025

Additional Information

Extensive knowledge of automotive performance market; Automotive mechanical skills; Experience using Tekmetric, PartsTech, and SSF software; Microsoft Office Suite; Kronos Timekeeping software; Sequoia Quadpoint Backoffice Software; Google Suite Software; IBM Point of sales unit knowledge, PC hardware installation; PC software knowledge; Commercial dish machine service; Titan chemical dispensing unit installation and service.

Previously Servsafe Proctor certified