

Justin Stephens

Parts Specialist - Allstate Peterbilt

Lakewood, CO

jut.stephens@gmail.com

870-378-4622

- Online Parts Ordering experience
- Warehouse Shipping and Receiving experience
- Forklift certified
- Microsoft Excel experience
- Multi-Line Telephone experience
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Computer Repair and Troubleshooting
- Computer Networking skills
- Strong interpersonal skills
- Understands grammar
- Proofreading
- Time management
- Strong problem solver
- Professional and mature

Authorized to work in the US for any employer

Work Experience

Parts Specialist

Allstate Peterbilt - Williston, ND

March 2017 to Present

Address: 13579 58th ST NW, Williston, ND 58801

Phone: 701-774-0225

Supervisor: Angela Venteicher, Parts Manager

Job Title: Parts Specialist

Dates Employed: 03/2017 to Present

Allstate Peterbilt is the largest privately-owned dealership in the US with 22 stores nationwide. The Williston location where I work is also the stocking warehouse for the all the dealerships in North Dakota.

As a Parts Specialist at Allstate Peterbilt I worked customers find the correct parts for their repair, completed parts quotes for insurance claims, placed orders, assisted with shipping and receiving, loading and unloading trucks, receiving parts and completed daily cycle counts on inventory. I worked daily with CAT, Cummins and Paccar engine parts. I also completed CAT training to recognize acceptable core criteria for core return credit.

Parts Specialist / Field Marketer

Titan Machinery - Williston, ND

January 2014 to February 2017

Address: 5615 Front ST W, Williston, ND 58801

Phone: 701-577-0024

Supervisor: Alex Well, Store Manager; Brittanie Rutledge, Parts Manager

Job Title: Parts Specialist / Field Marketer

Dates Employed: 01/2014 to 02/2017

Titan Machinery is the largest Case construction dealership in the world. Selling, renting and servicing all types of construction equipment. I have held multiple roles during my time at Titan.

As a Parts Specialist I have worked directly with customers and vendors, ordering parts, handling returns, arranging freight shipments. I accurately find the right parts for the service, rental and parts customers. I am very capable at deciphering diagrams to find correct parts, maintaining an accurate inventory and providing customers with excellent customer service.

As a Field Marketer I established a rapport with many customers in the Bakken area. I traveled the Bakken visiting with potential and existing customers, providing them a contact to our rental fleet and our sales division at Titan. I sold a variety of equipment from skid steers and portable generators to large tractors, telehandlers and cranes.

Along with my official roles as a Parts Specialist and a Field Marketer I worked as Rental Support and as a Service Writer. I assisted rental customers by providing quotes, creating contracts, and occasionally delivering equipment. As a Service Writer I handled calls for service, worked directly under the Service Manager scheduling times for service and handling labor quotes.

Tool Crib Manager

Missouri Forge Inc - Doniphan, MO

April 2012 to October 2013

Address: 500 Loyal Hood Ind. Park, Old Hwy 142E Doniphan, MO 63935

Phone: (573) 996-7177

Supervisor: Ron Kelly, Plant Engineer

Job Title: Tool Crib Manager

Dates Employed: 04/2012 to 10/2013

Missouri Forge Inc. is in the steel forging industry. Producing products such as tie rod ends for cars and trucks. I worked as the Tool Crib Manager as part of the maintenance department.

My job responsibilities included keeping accurate inventory, entering all maintenance and production logs. I distributed all the specialty tools and PPE to employees in maintenance and production. I also took care of all maintenance documentation, supplier invoices, ordered new and replacement parts, created schedules for preventative maintenance, created task schedules for other Tool Crib employees, improved documentation and filing procedures and more.

Team Leader

Rotorcraft - Black Rock, AR

May 2010 to April 2012

Dates Employed: 05/2010 to 04/2012

Rotorcraft repairs damaged helicopter blades. I used a power sandblaster to remove old paint and primer from helicopter blades. This required a steady hand and attention to detail. After removing the paint I would then apply fiberglass resin to any nicks on the blade to make it as smooth and even as possible before applying primer. Once, the blades were primed I would then sand the primer by hand to get the blade ready for its new coat of paint.

While working for Rotorcraft, a company of only 10 employees, I also worked as their I.T. Specialist. I created a new company network, repaired computers and configured remote computer access.

Sales and Delivery Manager

Rent One - Pocahontas, AR

July 2009 to June 2010

Address: 1005 McQuay Ave, Pocahontas, AR 72455

Phone: (870) 892-0161

Supervisor: Josh Brooks, Store Manager

Job Title: Sales and Delivery Manager

Dates Employed: 07/2009 to 06/2010

I worked at Rent One, a rental store that allows you to purchase name brand goods on a Rent-to-Own agreement. As the Sales and Delivery Manager, I answered phones, scheduled deliveries and pickups. I handled sales and occasionally delivered furniture, electronics and appliances personally. Other responsibilities included receiving payments and calling customers whose accounts had become delinquent. I even repossessed merchandise if necessary.

Activities Coordinator / Advisor

Trinity Behavioral Health - Warm Springs, AR

June 2007 to July 2009

Address: 1033 Old Burr Rd, Warm Springs, AR 72478

Phone: (870) 647-1400

Supervisor: Jason Brown, Team Leader

Job Title: Activities Coordinator / Advisor

Dates Employed: 06/2007 to 07/2009

I worked as an Advisor for Trinity Behavioral Health. I counseled children ages 5-17. I wrote daily behavior logs for each of the children. The logs contained any injuries they may have had, or any peculiar behaviors they exhibited. In 2008 I was made the Activities Coordinator and was responsible for scheduling all activities for the children. Activities included sporting events, parties, movies and more. I continued to work as an Advisor during this time.

Education

High school

Maynard High School - Maynard, AR

Some College in Nursing / General Education

Black River Technical College - Pocahontas, AR

Skills

- Excel
- Manufacturing Experience
- Microsoft Word
- Microsoft Office
- Purchasing