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▣ [Reconditioning Associate IV](#)

CarMax | July 2022 - Present | Parker Colorado

Train and mentor associates in performance of standardized work

Document, improve and ensure compliance of standardized work

Facilitate direction of work and tasks to Reconditioning Associates in all  
inventory areas

Ensure timely performance of all inventory functions

Direct and approve work of vendors

Perform daily reconciliation of vehicle inventory

Participate in problem solving and continuous improvement activities

Provide outstanding customer service to both internal and external  
customers

Complete duties as assigned by Leads and Managers

Lead a team of 12 associates

Coordinate with Logistics Manager on unattended transport

Coupa inventory supply ordering and receiving including keys and windshield  
and vehicle programming

Implemented an employee material sign out program for Radios and  
Handhelds

Implemented a facility's request board for associates to be on top of items that need repaired for day-to-day use

Implemented a reward system for tickets in Inventory

Created zones for trade in cars and Front lot overstock for better lot movement

## ○ SUPPLY ASSOCIATE

CarMax | July 2021 - May 2022 | 9 months | PARKER COLORADO

SUPPLY ORDERING

ORDERING AND SOURCING PARTS

RECEIVING PARTS - INVENTORY

ALLOCATION OF SUPPLIES

CREDITS AND RTVS (Return to Vendor Items)

CYCLE COUNTS - FINAL COUNTS

SET UP A GREEN BIN STANDARD WORK AND REFILL PROCESS

NEW ORGANIZATION IN SUPPLY

NEW COUPA CREDIT PROCESS

## ○ Supply Associate

CarMax | August 2019 - June 2021 | 1 year 10 months | Fresno ca

1. Source and order parts from outside vendors
2. Assist shop technicians with ordered parts
3. Receiving and cataloging inventory
4. EH&S and fire extinguisher audits

## ○ Assistant Manager

O'reilly Auto Parts | March 2018 - August 2019 | 1 year 5 months | Fresno CA

Opening to closing shifts. In charge of:

1. Balancing Money Deposits
2. Paperwork
3. Payroll
4. Stocking Store
5. Sales
6. Teammate Disciplinary Actions
7. Planograms (New Shelf Displays)
8. Customer Service
9. Acting manager duties as well as commercial sales one day a week
10. Manage a team of 7 employees, and 2 commercial vehicles

## ○ Assistant Manager

O'reilly Auto Parts | August 2013 - March 2018 | 4 years 7 months | Lancaster CA

Opening to closing shifts. In charge of:

1. Balancing Money Deposits
2. Paperwork
3. Payroll
4. Stocking Store
5. Sales
6. Teammate Disciplinary Actions

7. Planograms (New Shelf Displays)

8. Customer Service

9. Acting manager duties as well as commercial sales one day a week

10. Manage a team of 15 employees, and 3 commercial vehicles

○ Automotive Technician Intern

Mark Miller Toyota | June 2013 - July 2013 | 1 month | Salt Lake City UT  
Assisted Journeyman level technicians in the completion of a wide variety of automotive repair, while participating in the Job Corps work-based learning program

○ Automotive Technician Intern

Mark Miller Toyota | May 2012 - August 2012 | 3 months | Salt Lake City UT  
Assisted Journeyman level technicians in the completion of a wide variety of automotive repair, while participating in the Job Corps work-based learning program