

Colby M. Dickson

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Career summary:

Communication | Motivated | Problem Solving

By maintaining an open line of communication I am able to coordinate and manage workflow. Through communication I am able to address and resolve customer concerns. I check current inventory, clean and maintain the work space.

Highlights:

- Fluent with Windows Operating Systems (Windows XP - Current).
- Familiar with Google suite (Docs, Sheets and Slides) and Office 365 (Word, Excel and Powerpoint).
- Boy Scouts of America (First Class ranking).
- Confidently work with shop machinery.
- Experienced with hand and power tools.
- Experienced with inventory management / quality.
- Proficient, reliable, active and flexible worker.
- Experienced with team environment and communication within company setting

Experience:

Bob Bell Chevrolet Parts Retail and Wholesale Bel Air, Maryland Mar. 2024 to Present

- Successfully maintain efficiency and correct inventory.
- Responsible for receiving and creating orders.
- Constant communication with service and wholesale.
- Responsible for labor intensive jobs (moving engines, transmissions, etc).
- Opening and closing department.

Bel Air Nissan Express Service Technician Bel Air, Maryland Aug. 2021 to 2024

- Successfully maintains efficiency and quality-control.
- Responsible for general automotive maintenance and repairs.
- ASE Certified - General Maintenance (G1) & Electrical Systems (A6).
- Through communication with fellow Technicians and Service Advisors deadlines and customer requests were achieved.

Salvo Auto Parts Closing Manager Bel Air, Maryland Aug. 2018 to Dec. 2021

- Coordinated multiple warehouses to maintain sufficient inventory.
- Successfully maintained daily register drawer count and budgeting.
- Resolved escalated customer service issues.
- Advanced through various positions - Delivery Driver, Store Clerk, and Closing Manager.
- Trained four Store Clerks to operate AutoMate.

The Deck Crab House Opener / Closing Manager Edgewood, Maryland May 2015 to April 2018

Education:

- Patterson Mill High School 2020 Graduate
- Associates Degree program for Automotive Technology - Community College of Baltimore County!

Hobbies:

- Reading (The Definitive Book of Body Language, Exactly what to say, etc).
- Outdoors (camping, hiking, backpacking, etc).
- Fitness (gym)
- Computers