
Carlos Medina

Automotive Parts Specialist

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Summary

Automotive Parts Specialist with 4 years at a retail and commercial automotive parts store, serving DIY customers and 70 repair shop accounts with friendly customer service. Combines vehicle knowledge from tire shop work with strong computer skills in the electronic parts catalog and point of sale, and holds ASE P2 certification.

Experience

Automotive Parts Specialist

Sun City Auto Parts — El Paso, TX — 01/2024 - Present

Senior counter specialist at a high-volume store with a commercial delivery program.

- Advise 50 customers a day on brake, ignition and cooling parts, matching each to VIN and engine code.
- Handle commercial sales by phone for **70** repair shop accounts, growing commercial revenue 14% in 2025.
- Perform battery, charging system and check engine code scans on 20 vehicles a week.
- Train 3 new counter staff on catalog lookups, returns and core charges.

Parts Counterperson

Sun City Auto Parts — El Paso, TX — 08/2022 - 12/2023

Retail parts counter.

- Processed 60 retail sales a day on the point of sale system.
- Handled 20 warranty returns and core charges a week following store policy.
- Shelved 2 weekly truck deliveries and cycle counted 80 bins a week.
- Organized the hard parts room by line code, cutting pick time by 30%.

Tire Technician

Mesa Street Tire — El Paso, TX — 06/2020 - 07/2022

Full-time tire and alignment shop job.

- Mounted and balanced 25 tires a day on cars and light trucks.
- Inspected brakes and suspension during 10 tire rotations a day and wrote up findings.
- Learned tire sizing and load ratings for 300 common fitments.

Education

High School Diploma

Coronado High School

El Paso, TX

05/2020

Skills

Automotive Parts	—	Electronic Parts Catalog	—	Point of Sale	—	Commercial Sales
Warranty Returns	—	Code Scans	—	Computer Skills	—	Customer Service
Attention to Detail	—	Interpersonal Skills				

Certificates

ASE P2 Automobile Parts Specialist

National Institute for Automotive Service Excellence

2024