

Jasmine Whitaker

LOT ATTENDANT

Charlotte, NC (704) 555-0186 jasmine.whitaker@email.com linkedin.com/in/jasminewhitaker

SUMMARY

Lot attendant with 2 years of driving and vehicle handling work, now moving and staging cars on a 600-vehicle dealership lot. Drives automatic and manual transmission vehicles with a clean driving record, tracks keys and stock numbers, and brings a positive attitude to early delivery days and 10-hour Saturday shifts outdoors.

SKILLS

Other Skills: Vehicle Staging, Vehicle Inspection, Lot Inventory, Key Control, Manual Transmission, Safe Driving, Route Planning, Positive Attitude, Attention to Detail

EXPERIENCE

Lot Attendant 09/2024 - Present

Queen City Auto Group Charlotte, NC

Franchise dealership selling about 220 new and used vehicles a month.

- Perform vehicle staging for **25** front-line cars each morning by stock number, ready for test drives by 8:30 a.m.
- Verify 40+ new arrivals a week off car-carrier trucks with a vehicle inspection, noting damage on delivery paperwork.
- Deliver up to 12 sold cars a day to customer pickup, washed and vacuumed with attention to detail.
- Run weekly lot inventory counts and key control checks, matching 100% of stock in the last 4 audits.

Delivery Driver (Part-Time) 06/2023 - 08/2024

Carolina Floral Company Charlotte, NC

Local florist delivering to homes, hospitals and event venues.

- Delivered 30+ floral orders a day across Mecklenburg County with safe driving and zero traffic violations.
- Secured arrangements in the van with racks and wedges, keeping damaged orders below 1%.
- Planned stops with route planning apps, cutting the average delivery run by 15 minutes.
- Inspected the delivery van at every shift start, logging tires, lights and fluids on a daily checklist for 14 months.

EDUCATION

High School Diploma 06/2023

West Charlotte High School Charlotte, NC

CERTIFICATES

Defensive Driving Course 03/2024

National Safety Council