

Manley Kertzmann

Warranty Manager

Contact

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Summary

Accomplished warranty manager with 10+ years of experience in automotive and industrial settings. Adept at analyzing complex technical problems, leveling up customer service operations, and developing cost-effective strategies to reduce product returns. At XYZ Corporation streamlined processes that decreased warranty costs by 20%. Now seeking a new opportunity at ABC Company to continue driving quality improvement initiatives while maintaining the highest standards of customer satisfaction.

Employment

Employer A

Warranty Manager, Sioux Falls, January 2018 — Present

- Monitored the claims process for all warranties, ensuring that each case was resolved within the agreed upon timeframes and budget; increased customer satisfaction by 30% while reducing warranty costs by 15%.
- Formulated monthly reports to track warranty information and provide upper management with up-to-date insight into the progress of ongoing cases; prepared detailed summaries on any necessary corrective actions taken.
- Actively communicated with customers regarding their individual needs related to product warranties; addressed inquiries promptly in order to ensure a positive experience for every client served.
- Analyzed returned products based on technical specifications outlined in company policies, identified potential defects or other issues which could lead to future problems and prevented costly repairs/replacements from occurring across various departments within our organization.
- Reported findings directly to stakeholders concerning outstanding service requests, proposed long-term solutions if applicable & provided comprehensive aftercare advice when appropriate.

Employer B

Warranty Manager, Greensboro, March 2012 — December 2017

- Evaluated warranty claims and customer feedback to identify potential issues, decreased customer complaints by 20% within 3 months.
- Negotiated warranty coverage with vendors and suppliers based on existing product warranties; successfully reduced costs associated with claim refunds by 15%.
- Assessed all valid warranty requests, ensuring that customers received timely service and appropriate financial compensation according to company policy guidelines.
- Advised customers of the various options available in their particular situation while maintaining a high level of satisfaction with the services provided; 95% positive client feedback rating achieved over 6-month period.
- Proficiently managed multiple projects related to warranty programs simultaneously, achieving outstanding results within set deadlines every time for a total savings of \$17k year-on-year.

Education

Educational Institution XYZ

Bachelor of Science in Business Administration, November 2011

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The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter The Career Artisan Series: The 21st Century Resume & Links to Custom Templates Mary Elizabeth Bradford, 2011-07 Expert Resumes for Engineers Wendy S. Enelow, Louise Kursmark, 2009 Expert Resumes for Engineers features an impressive collection of more than 180 pages of professionally written resume samples for all of the most prevalent types of engineers including civil mechanical industrial electrical electronics computer and more Plus top professional resume writers Enelow and Kursmark share tips and strategies for writing outstanding engineering resumes and finding the best jobs *Resources in Education* ,1978

Resources in Vocational Education ,1977 **The McGraw-Hill Guide to Writing a High-Impact Business Plan: A Proven Blueprint for First-Time Entrepreneurs** James Arkebauer, 1994-09-01 Packed with features this guide to writing business plans shows readers how to turn their entrepreneurial dream into a reality by writing a business plan that will get them the financing and support they need to get a new business going It includes a directory of new and little known money sources high impact points special tips and ideas and a free disk offer featuring sample business and financial spreadsheets

The Software Encyclopedia 2000 Bowker Editorial Staff, 2000-05 *The Software Encyclopedia* ,1997 R.R. Bowker's *Software for Schools* ,1987 **PC Mag** ,1994-06-28 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Cassell's household guide** Cassell, Ltd, 1881 **Flying Magazine** ,1969-05 **Real-life Resumes that Work!** Bob Stirling, Pat Morton, 1995 *Resources in Vocational Education* ,1977 *InfoWorld* ,1992-12-21 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *The Illustrated Carpenter and Builder* ,1880 **A User's Guide to Computer Contracting** ,1984 Professional Safety ,1981 **InfoWorld** ,1994-05-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *The American Directory of Writer's Guidelines* John C. Mutchler, 1999

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