

# LAUREN COMIZIO

Montgomery NY  
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## WEBSITES, PORTFOLIOS, PROFILES

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- LoLowrites.blog

## PROFESSIONAL SUMMARY

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Results-driven Warranty Operations Manager with 25 years of experience in the automotive industry, specifically in fixed operations. Proven ability to analyze unfavorable trends and devise a solid solution. Seeking to leverage expertise in data analysis to contribute to warranty excellence.

Operations professional with a proven track record in optimizing processes and driving efficiency. Strong focus on team collaboration, strategic planning, and achieving measurable results. Adept at adapting to changing needs and leading cross-functional teams. Skilled in project management, process improvement, and resource allocation. Dependable and results-driven, known for enhancing operational performance.

## SKILLS

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- Multi-tasking
- Data analysis and understanding
- Goal driven
- Data entry skills
- Team work

## WORK HISTORY

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06/2001 to Current

### **Warranty Operations Manager**

**Healey Brothers** – Goshen, NY

- Initiated in-house warranty training series to enhance team knowledge and skills.
- Enhanced fixed operations staff's expertise in warranty policy and procedure.
- Optimized warranty entry system to expedite dealership payment processes.
- Leveraged Excel to analyze and monitor dealership trends.

01/2001 to Current

### **Receptionist/ Office Assistant**

**Healey Lincoln Mercury** – Goshen, NY

- Coordinated and directed all inbound calls to ensure effective communication within the dealership.
- Supported office manager by executing administrative tasks and ensuring operational efficiency.
- Managed accounts payable processes to ensure timely and accurate vendor payments.
- Broke down deals for banks

## EDUCATION

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## **CERTIFICATIONS**

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- Social Media
- Digital Media
- Office Applications Expert

## **VOLUNTEER WORK**

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Member of Ford Warranty Advisory Panel 2014-2016

Ford Master Certified warranty administrator

Member of BOCES Advisory Board

St John's Catholic Daughters of America

Member of Rosary Altar Society of Most Precious Blood

Secretary of the Rosary Altar Society

## **REFERENCES**

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Kevin Bowen

Albert Armstead

Lori Helmke

## **ADDITIONAL INFORMATION**

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- Member of Ford Warranty Advisory Panel 2014-2016
- Current member of BOCES Advisory Board
- Volunteer Experience at Most Precious Blood Catholic Church
- Ford Master Certified warranty administrator