



Resume Example ~ Automotive Technician

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AUTOMOTIVE TECHNICIAN/ MECHANIC

SUMMARY OF QUALIFICATIONS:

- ◆ Automotive Service Excellence (ASE) Certified ◆ Extensive experience in the repair and maintenance of auto and truck, gas and diesel engines and transmissions ◆ Computer diagnostic testing experience
- ◆ Repaired and maintained light and medium duty trucks, autos and tractors ◆ Highly motivated, self-starter, with a strong work ethic ◆ Expertise in communicating solutions to customers ◆ Customer service and quality focused ◆ Focused on maintaining safety for staff and customers ◆ Utilized Windows 7 and MS Office, including Word and Excel for correspondence writing, spreadsheets and status reports

RELEVANT EXPERIENCE:

Jacob's Auto Repair, Phillipsburg, IL

2005-2018

Assistant Manager

- Assisted owner in the management of all aspects of the new and used automobile and light duty truck repair business ensuring the highest standards of customer service.
- Trained and supervised two employees resulting in a higher rate of retention and teamwork.
- Utilized a system for ordering and maintaining parts inventory minimizing costs and maximizing availability.

Watson's Chevrolet, Charleston, IL

2001-2005

Diagnostic Technician

- Directed the work of two mechanics. Set work priorities on a daily basis and managed unscheduled business.
- Completed vehicle service requirements by diagnosing and repairing vehicles, including: changing filters, tires, belts and hoses and inspecting heating/air conditioning, steering/suspension, brakes, check engine lights, anti-lock brakes, and air bags.
- Maintained a safe and clean environment following standards and procedures, and state and federal regulations.

EDUCATION AND CERTIFICATIONS:

Automotive Service Excellence Certifications

Completed

- Auto Maintenance and Light Repair
- Auto Service Consultant

Perry High School, Addison, IL

Graduate