
JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Jessica Claire

SKILLS

- Repair
 - Troubleshooting Skills
 - Equipment Inspection and Testing
 - Diagnostics
 - Vehicle test drives
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WORK HISTORY

Mechanic, 01/2015 - Current

Chs, Inc. – Mcville, ND

- Analyzed and located malfunctions in brakes, motors, switches and control systems.
 - Replaced damaged, missing or defective parts with new and refurbished components.
 - Performed diagnostic and troubleshooting procedures to find and identify root causes of mechanical issues.
 - Completed full vehicle inspections to check for leaks, damage or other issues of concern.
 - Inspected and tested equipment to locate worn and damaged parts.
 - Kept equipment in good working order by following operating instructions, troubleshooting breakdowns and maintaining supplies.
 - Consulted manuals, technical documentation and repair tree charts for further information prior to conducting fixes.
 - Inspected and tested vehicles and completed preventive maintenance such as engine tune-ups, oil changes, tire rotations, wheel balancing and filter replacement.
 - Inspected vehicles and evaluated condition of systems, equipment, lights and accessories.
 - Performed basic electric repairs such as resetting circuit breakers and fitting lighting fixtures.
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Carpet Cleaner, 05/2020 - 08/2020

Xanterra Parks & Resorts – Yellowstone National Park, WY

- Operated steam cleaners to vacuum rugs and remove loosened dirt.
 - Performed specialty treatments on stains.
 - Identified and analyzed customer concerns about stains and damages to anticipate needs and build lasting relationships.
 - Mixed water and chemicals in containers to prepare cleaning solutions.
 - Cleaned home carpets, tile, grout, area rugs, mattresses and upholstery.
 - Guided scrubbing machines over rug surfaces to loosen embedded dirt.
 - Provided exceptional service for each customer to achieve complete satisfaction.
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EDUCATION

High School Diploma: 02/2021

Arizona Virtual Academy - Glendale, AZ