





JC

JOE CARR

CONTACT INFO

 12345 West Main Street,
Marion, OH 43302

 740-383-1234

 jcarr@gmail.com

EDUCATION

Automotive Technology Program

Tri-Rivers Career Center
8/19–Present

Marion Harding High School
8/17–Present

REFERENCES

Mr. Lucas Bledsoe
Tri-Rivers Career Center
Automotive Technology Instructor
740-389-4681
lbledsoe@tririvers.com

Ms. Josie Belton
Tri-Rivers Career Center
English Instructor
740-389-4681
jbelton@tririvers.com

Mr. John Miller
Miller Auto Body
Owner
740-238-5050

Mrs. Suzie Smith
McDonald's
Manager
740-389-4321

SKILLS & CERTIFICATIONS

➤ **Automotive Maintenance and Repair**

Perform lube, oil, and filter changes; Mount and balance tires; Perform general vehicle inspection and maintenance; Inspect and repair electrical components; Diagnose and replace heater core; Inspect, replace, and adjust drive belts, tensioners, and pulleys; Inspect, remove, repair, and replace disc and drum brakes, brake lines, radiator, batteries, and transmissions; Remove and replace audio speakers and radios

➤ **General Shop and Equipment Safety**

Safely operate and maintain lifts, alignment rack, tire balancer, tire changer, and a variety of automotive tools; Troubleshoot problems using on board computer diagnostics

➤ **Technology and Business Operations**

Greet customers and document services recommended and/or performed; Read and interpret shop manuals; Manage and communicate information using the Internet and Google Docs; Exhibit professional attitudes, behaviors, and work habits

➤ **ASE Student Certification**

Engine Repair, Manual Drive Train & Axles, Suspension & Steering, Brakes, Maintenance and Light Repair, Electrical/Electronic Systems, Automobile Service Technology

➤ **Snap-on Certification**

Battery Charging, Battery Maintenance & Engine Starting, Battery Starting & Charging System Diagnostic, Multimeter, Roto Matching/Machining, Precision Measuring Instruments

ACTIVITIES & AWARDS

SkillsUSA • 8/19–Present
Tri-Rivers Career Center

Drug Free. Hire Me!™ • 8/19–Present
Tri-Rivers Career Center

EXPERIENCE

Detailer • *Miller Auto Body* • 5/18–Present
Wash, detail, and prepare cars for painting

Crew Member • *McDonald's* • 5/15–5/17
Prepared food, served customers, operated cash register, and cleaned