

Automotive Mechanic

ROBERT SMITH

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Objective

I want a highly rewarding career where I can use my skills and knowledge to help the company and my co workers be successful. CORE QUALIFICATIONS Calm under pressure Friendly and cheerful Complex problem solving Excel In Sales Associate of the Month customer service Award Dependable Approachable Delivery Driver MS Office proficiency Sales Team building expert Supervision and training Exceptional time management Team leadership Shipping and receiving Team player Organized.

Skills

Superb mechanical aptitude, manual dexterity and attention to detail. Strong ability to identify, analyze and solve problems. Occupational safety and emergency management with strict adherence to safety requirements.

Work Experience

Automotive Mechanic

ABC Corporation - February 2004 - October 2013

- Keeps equipment available for use by inspecting and testing vehicles.
- Completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.

Automotive Mechanic

Porterville Sheltered Workshop - 1999 - 2004

- Distributed fuel, verified and refilled fluid level and altered oil and filters, as required
- Created small adjustments and fixes on tools (like replacing and/or repairing tired, heads and tail lamps, windshield wipers, muffler clamps, brakes)
- Tested equipment for faults (like broken or cracked hoses/belts, inoperative lights and worn tires)
- Replaced and removed batteries
- Oiled and greased tools
- Checked and run vehicles to guarantee correct working orders, and transported vehicles for refueling and servicing.