

# FIRST NAME LAST NAME

Address | City | Zip | Phone | email

## [INSERT JOB TITLE HERE]

Versatile, skilled, and self-directing Professional with an **Automotive Service Technician Diploma** and over 8 years of progressive experience in automotive repair and customer service. Offering robust organizational and problem solving skills coupled with a passion for working either in a team environment or independently. Recognized throughout career as a "go-to" resource for quality work, dedication, and detailed client support.

Proven history of working with diverse groups of clients, identifying their needs, and implementing strategic plans to maximize outcomes. Physically fit and adept at juggling several projects at once, prioritizing duties, coordinating services, and thriving in fast-paced environments to strict deadlines. Strong communicator who effectively coordinates with various colleagues and senior management to finish all goals in a timely manner.

### AREAS OF EXPERTISE

- Vehicle Inspection & Repair
- Planning & Execution
- Safety Policies & Procedures
- Leadership & Team Work
- Equipment Maintenance
- Time Management
- Regulatory Compliance
- Problem Solving
- Interpersonal Communication
- Reporting & Documentation
- Class 5 Driver's License
- Microsoft Office Suite

### RELEVANT EXPERIENCE

Title | Company Name – City Date

- Perform inspections, diagnoses, alignments, and repairs on various vehicles
- Replace or repair engines, transmissions, brakes, starters, axles, and other mechanical and electrical systems
- Oversee the maintenance of courtesy shuttles in the service department
- Communicate with customers to understand their needs and budgets
- Maintain and service vehicles as per company standards; perform test drives with clients
- Train and mentor apprentices on vehicle diagnoses and repairs
- Build strong rapport with clients and colleagues to ensure quality and accurate completions

Title | Company Name – City Date

- Coached kids aged 7 to 17 in badminton and mental preparation
- Analyzed players weaknesses and strengths and developed lessons designed specifically for each individual

Title | Company Name – City Date

- Delivered group and one-on-one lessons to mixed age and skill level youth
- Organized class level competition matches and maintained training discipline

### EDUCATION & ACTIVITIES

Diploma Name | College Name – City Date

First Aid Certified & CPR

Team Name Captain | League Name

School Name | High School Badminton Team