

# JACOB WESTHOFF

## EDUCATION

**Ozarks Technical Community College**, Springfield, MO  
**Associate of Science**, Computer Science, Expected in 12/2025

**Ozark High School**, Ozark  
**High School Diploma**, 05/2023

## PROFESSIONAL SUMMARY

Organized and dependable college student successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. High-level mechanical, organizational and communication skills enabled achievement of desired results in a fast-paced environment.

## SKILLS

Oil change expertise  
Customer Service  
Attention to Detail

Computer Skills  
Tire Installation  
Time Management

## WORK HISTORY

**TIRE AND LUBE TECHNICIAN** 02/2023 to Current  
**Ozark Chevrolet**, Ozark, MO

- Changed oil and filters in customer vehicles and safely disposed of used oil in approved receptacles.
- Maintained high standards of cleanliness in the work area to promote a safe environment for both employees and customers.
- Improved customer satisfaction by providing timely and accurate tire and lube services.
- Performed tire rotations and recommended necessary tire replacements to promote tire functionality and vehicle safety.

**WASH BAY SPECIALIST** 02/2022 to 03/2023  
**Ozark Chevrolet**, Ozark, MO

- Perform thorough inspections to ensure all vehicles meet dealership cleanliness and presentation requirements before selling to customers or putting them on the lot.
- Perform deep cleaning of vehicle interiors including vacuuming and shampooing carpets, conditioning seats, and wiping down trim, to ensure they meet company standards.
- Prioritize certain vehicles to meet deadlines, ensuring customer satisfaction by delivering vehicles on time.
- Coordinate with salesmen to ensure all customers are receiving the correct cleaning service they are expecting. As well as any special requests a customer may have.