

Shelly Smith

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(212) 735-9165

Reliable and determined mechanic with professional certifications and two years of in-depth industry experience. Excellent troubleshooting and problem-solving skills. Proficient at dealing with customer inquiries in person, via email and over the phone.

Key Skills

- Equipment and engine repair
- Diagnostic skills
- ♦ Troubleshooting skills
- Strong work ethic
- ♦ Keen attention to detail
- ♦ Impeccable customer service skills

Professional Experience

Mechanic

The Mechanic Shop, Houston, TX 1 Match 2019 - October 2020

- Assisted in petrol and diesel engine repairs
- Demonstrated excellent customer service skills to **maintain** customer satisfaction
- Specialized in automotive overhauls
- Displayed proficient time management by ensuring all projects were completed on time

Mechanic Assistant

Ohio Car and Truck Repair, Lima, Ohio | August 2018 • February 2019

- Ensured all necessary services were completed by following comprehensive repair checklists
- Conducted thorough inspections and evaluations of problematic machinery
- Cleaned, washed and painted machinery for maintenance
- Provided excellent customer service

Education

Bachelor of Science in Automotive Technology Supervision

The University Of Northwestern OHIO Lima, OH, September 2016 - July 2018

Coursework Completed:

- Supervision in the Automotive Industry
- Marketing in the Automotive Industry
- Safety, Legal and Environmental Issues

Associate Degree in the Automotive Technology

The University Of Northwestern Ohio Lima, OH, September 2014 - July 2016

Coursework Completed:

- Electrical and Electronics I & II
- Hydraulic Brake Systems
- Engine Diagnosis and Repair

Certifications

- ♦ Engine Restoration Certification, The National Institute for Automotive Service Excellence, 2016
- ♦ Automatic Transmission Certification, The National Institute for Automotive Service Excellence, 2019