1. Performed preventative maintenance on engines, transmissions, tires and other vehicle systems.
2. Discussed repairs with customers and advocated for vehicle safety.
3. Inspected all vehicle systems to assess function and uncover defects.
4. Ordered parts necessary for vehicle repairs and new installations.
5. Documented findings and all actions taken.
6. Troubleshot and diagnosed problems with brakes, steering and transmissions.
7. Used specialty equipment, standard tools, and gauges to complete assessments and repairs.
8. Installed new systems and components in vehicles.
9. Completed checklist of fluid levels, air filter, tire pressure and more as part of service orders.
10. Disassembled and repaired diesel engines in automobiles, trucks, buses and construction vehicles.
11. Used Microsoft Word and other software tools to create documents and other communications.
12. Increased customer satisfaction by resolving [product or service] issues.
13. Received and processed stock into inventory management system.
14. Successfully maintain clean, valid driver's license and access to reliable transportation.
15. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
16. Worked with [type] customers to understand needs and provide excellent service.
17. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
18. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
19. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
20. Led [type] team in delivery of [type] project, resulting in [result].