

John Gone

Atlanta, GA | 404-555-0182 | jg@email.com

Summary

Friendly and knowledgeable auto mechanic with three years of experience and an excellent understanding of automotive repair procedures. Adept at working in fast-paced environments and meeting customer needs. Seeking a position with ABC Motors to use my interpersonal, diagnostic and technical skills to increase customer retention.

Education

Frederick University

Bachelor of Science in mechanical engineering

Experience

Potter-Franklin Automotive Services, Atlanta, GA, Automotive Mechanic

February 2021 – Current

- Complete different maintenance tasks on a variety of vehicles, including cars, trucks and vans
- Acquire, retain and expand customer relationships by recommending appropriate products in a dynamic environment
- Change oils and filters, check tire pressure and add fluids as needed for 20+ vehicles per day
- Confer with customers to obtain descriptions of vehicle problems and discuss steps to fix issues and future repair requirements
- Update job knowledge by participating in educational opportunities, reading technical publications

Jefferson Motors of Rome, Rome, GA, Junior Automotive Mechanic

May 2019 – February 2021

- Gave customers feedback regarding replacement parts and other products based on reviews from former customers
- Ensured correct maintenance of 130+ vehicles per month while using checklists and schedules
- Organized workstation to help meet repair and service order deadlines

Certifications

- OSHA Safety Certificate, Occupational Safety and Health Administration - 2019

Skills

- Quality assurance

- Troubleshooting
- Engine repair and maintenance
- Communication
-