

Anna Example

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Summary of Qualifications

- 10 years of mechanical experience with cars
- 6 years ARC, MIG and TIG welding experience
- Extensive experience in restoration and collision repair
- Knowledge of foreign and domestic vehicles

Education

Cuesta College, San Luis Obispo, CA

Associate of Science: **Automotive Technician**

Certificates: **Auto Body Technician & Engine Performance Specialist**

Automotive Experience

Automotive Service Technician

March 20xx – Present

Nissan Dealership, San Luis Obispo, CA

- Diagnose, maintain, and repair a variety of automotive systems, including engine, transmission, electrical steering, suspension, and air conditioning
- Demonstrate ability to assess damage on a vehicle, give an appropriate estimate, and provide the proper service for the vehicle
- Refinish vehicles using urethane primers and paints
- Adhere to safety regulations, codes, and procedures

Automotive Technician

January 20xx - September 20xx

Johnson's Comprehensive Car Care, Atascadero, CA

- Diagnosed issues with automotive systems (engine, transmission, brakes and more)
- Communicated directly with customers to explain about diagnosis, repairs and estimate prices
- Performed oil changes, smog checks, transmission and coolant flushes, front wheel alignment, and tire rotations

Customer Service Experience

Cashier

20xx - 20xx

Jiffy Lube, San Luis Obispo, CA

- Greeted customers and maintained positive attitude in a fast-paced environment Worked in a team of 5-8 cashiers and auto body technicians to provide fast, friendly service
- Completed a month long Jiffy Lube training in May 2010
- Demonstrated understanding of automotive systems by communicating with auto body technicians and communicate detailed information to customers

Awards

Outstanding Employee Award, 20xx

Golden Wrench Award, Cuesta College Automotive Club, 20xx

Perfect Attendance Award, Atascadero High School, 20xx