



## Jane Doe

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She/Her/Hers

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200 West Broadway

Louisville, KY, 40202

### OBJECTIVE:

Seeking an entry-level automotive technician position that uses my educational background, related experience, and attention-to-detail.

### COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Jefferson Community and Technical College Academic Team,**  
*Member*  
01/2023 - Present
- **Metropolitan College,**  
*Participant*  
08/2021 – Present
- **Dean's List,**  
*Recipient*  
08/2021 - Present

### EDUCATION:

**Jefferson Community and Technical College**

*Associate in Applied Science*

Concentration- Automotive Technology

Louisville, KY

Currently Attending

GPA 4.0

### SKILLS & ABILITIES:

- A problem solver who is skilled in diagnosing and repairing all types of vehicles.
- An excellent communicator who can educate customers on preventive maintenance.
- Proficient knowledge in small engine mechanics and able to perform alignments accurately and quickly.
- Adept in resolving electrical problems in any/all vehicles.
- Excellent customer service skills; can easily communicate technical concepts.
- Ability to maintain accuracy while working in a fast-paced environment.
- Skilled in using Microsoft Word, PowerPoint, and Excel.

### RELATED PROFESSIONAL EXPERIENCE:

**Sears Automotive**

Louisville, KY

*Automotive Technician Internship*

08/2022 - Present

- Replace engines and transmissions with detailed description of failed components.
- Rebuild engines, diagnose SRS lights, and determine cause of squeaks and rattles.
- Maintain an organized station to meet deadlines on repair orders.
- Ensure customers are aware of safety concerns and upcoming repairs with the assistance of principled technicians.

### ADDITIONAL WORK EXPERIENCE:

**UPS**

Louisville, KY

*Package Handler*

08/2021 - Present

- Organize packages into cannisters, pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.
- Exhibit leadership and interpersonal skills through membership on the CERC committee.
- Display flexibility when assisting co-workers in various work areas.
- Exhibit excellent time management and organizational skills through working third shift while attending college as a Metropolitan College participant.