

Jane Doe

200 West Broadway, Louisville, KY, 40202 • 502-213-4520 • Janedoe2023@gmail.com • She/Her/Hers
<https://www.linkedin.com/in/JaneDoe/>

OBJECTIVE:

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

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 WORK EXPERIENCE:

Sears Automotive

Automotive Technician Internship

Louisville, KY

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

Package Handler

Louisville, KY

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.

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