

# Jane Doe

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## 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, Automotive Technology, GPA: 4.0*

Louisville, KY  
12/2016

## SUMMARY OF SKILLS

- 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.
- Ability to accurately and quickly perform alignments.
- Adept in resolving electrical problems in any/all vehicles.
- Possesses 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.

## EXPERIENCE

**Sears Automotive**  
*Automotive Technician Internship*

Louisville, KY  
8/2016-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 they may need.

**UPS**  
*Package Handler*

Louisville, KY  
8/2013-Present

- Ensure that packages will be put on the belt in a timely fashion, which demonstrates a strong attention-to-detail.
- Display great organizational and time management skills through working third shift while attending college as a Metropolitan College Student.
- Adhere to safety protocol and procedures to ensure a safe work environment at all times.

## HONORS AND ACTIVITIES

- **Phi Theta Kappa**, Member, 2015-Present
- **Dean's List Recipient**, Fall 2015 and Spring 2016
- **JCTC Academic Team**, Member, 2014-2015