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Automotive technician resume template

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PROFESSIONAL SUMMARY

Meticulous Diesel Mechanic with comprehensive knowledge of the repair and maintenance of foreign and domestic trucks, trailers and other transport vehicles. Specialize in quickly diagnosing problems and clearly articulating issues to customers before performing any work. Especially experienced in the maintenance of high-efficiency vehicles.

HIGHLIGHTS

- Thorough understanding of OSHA, DOT and CA regulations
- Proficient in engine component evaluations and vehicle diagnostics
- Extensive experience with air brake assessments and valve operation checks
- Deployed competence in hydraulics maintenance and transition maintenance
- Hands-on experience with engine overhauls and assembly
- Efficient multitasker and communicator
- Willingness to work varying schedules plus overtime

WORK EXPERIENCE

September 2014 to Present City Trucking—New City, CA Diesel Mechanic
• Respond to mechanical problems and perform initial diagnostic evaluations on vehicles.
• Correct deficiencies with major vehicle components.
• Maintain shop equipment and routinely inventory parts and supplies.

March 2011 to August 2014 Jones & Sons Auto Repair—New City, CA Diesel Mechanic
• Corrected transmission and brake problems and ran comprehensive diagnostic evaluations before and after repairs were performed to ensure the accuracy of work performed.
• Emphasized the importance of preventative maintenance to customers, resulting in an increase in scheduled appointments, earning praise from boss.
• Repaired air brake equipment, evaluated overall engine performance and recommended fuel efficiency updates per state and federal regulations.
• Conducted parts evaluations per vehicle warranty specifications and prepared required documentation.

May 2010 to November 2010 Larry's Neighborhood Garage—New City, CA Diesel Mechanic
• Diagnosed vehicles brought in for repairs or routine maintenance.
• Performed required vehicle inspections and issued certifications when vehicles passed inspection.
• Responded to phone inquiries from customers and in-person questions.
• Assisted the senior mechanic with engine overhauls and assemblies.

EDUCATION

2010 Auto Institute of New City, New City, CA Certification, Diesel Mechanics



Job Description - CNC Machinist

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Reports to: Production Supervisor/Foreman **Direct Reports:** None
Promotable to: CNC Machinist, Sr. **Salary Grade:** H05
Peers: Machinist, Assem Mech, Welding **FLSA Class:** Non-Exempt

Key Skills and Competencies:

1. Minimum of 1 year experience operating CNC machines such as lathes and milling machines in a heavy manufacturing environment.
2. Intermediate knowledge and application of precision measuring instruments and the application of such instruments. Instruments should include but not limited to calipers, ID and OD micrometers, depth gages, indicators and scales.
3. Intermediate knowledge of reading drawings and specifications with an intermediate understanding of geometric tolerancing and dimensions.
4. Intermediate knowledge of tool holders, cutting tools, boring bars, fixtures, inserts and other accessories used on various machines.
5. Must be able to operate a forklift and lifting devices for movement of parts.
6. Must be able to follow written and oral instructions.
7. Must be able to communicate in English (both written and oral) as it relates to the job.
8. Must be adaptable to a changing work environment, competing demands and is able to deal with frequent change, delays or unexpected events.
9. Must be willing and able to work flexible shifts and changing work schedules.
10. Must possess basic math skills to include but not limited to adding, subtracting, multiplication, division, geometry and algebra for the purpose calculating material fabrication.

Responsibilities and Accountabilities:

1. Under the direction of a supervisor and/or experienced machinist, responsible for quality parts produced on CNC machines such as but not limited to lathes and milling machines.
2. Responsible for loading parts, proving tapes, operating controls, setting offsets, simple edits, deburring and inspection of quality parts for conformance to requirements.
3. Studies and interprets drawings, manuals, specifications or sample parts to determine dimensions and tolerances of finished work pieces, sequence of operations and setup requirements.
4. Measures and marks dimensions and reference points on material or work pieces as a guide for subsequent machining.
5. Detects equipment malfunctions or out of tolerance machining and adjusts machine, within capabilities, controls or control media as required to insure quality of production. Reports all machine malfunctions to immediate supervisor.
6. Operates a forklift and lifting devices for movement of parts.
7. Communicates with supervisor, engineers, production control, quality and other shop personnel for assignments and to resolve machining or quality issues.
8. Responsible for keeping equipment and work area clean and orderly and perform basic preventative maintenance functions on equipment.
9. Within the scope of the job requirements, will be required to adhere and comply with state and federal law, the Company ISO Quality Program and procedures, Company policies and Safety and Environmental Regulations.
10. May perform other duties as assigned by supervisor.

Personal Protective Equipment Requirements:

1. Safety Glasses while in shop area.
2. Steel Toe Boots when required.

Cristopher Toy

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EXPERIENCE DIESEL MECHANIC / TECHNICIAN

Los Angeles, CA

08/2014 - present

- Performs all work in accordance with established safety procedures
- Performs remote triage with RCRC and customers to determine best solution to assist roadside breakdowns
- Performs standard vehicle maintenance
- Performs standard component inspections and repairs
- Perform basic diagnostics
- Performs preventive maintenance
- Perform basic vehicle diagnostics

FLEET DIESEL MECHANIC

New York, NY

08/2011 - 07/2014

- Diagnosing all phases of vehicle and equipment repair
- Welding fabrication
- Communicating professionally with customers, team members, and supervisors
- Moving vehicles safely between job and work area
- Performing road calls and emergency services as necessary
- Performing vehicle maintenance to the First Transit standards
- Continuous ASE re-certification to remain in job classification

DIESEL MECHANIC

Chicago, IL

09/2007 - 07/2011

- Maintains a clean, safe work area in compliance with Corporate / OSHA Standards, and performs all work in accordance with established safety procedures
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- Provides occasional work direction during the absence of a shop Manager or Lead Technician
- Document all work performed on Work Order (SAP) using Complaint, Cause, and Correction Format
- Performs miscellaneous tasks in store as direct by store manager/service manager
- Works under limited supervision and selects from written instructions and established procedures to accomplish assigned tasks
- Assists senior technicians in the completion of project work

EDUCATION CALIFORNIA STATE UNIVERSITY, FULLERTON

Bachelor's Degree in Auto

- ### SKILLS
- Individual accountability and strong attention to detail
 - Basic computer skills as demonstrated by knowledge of and ability to use MS Excel and word processing applications
 - Basic computer skills as demonstrated by knowledge of and ability to use MS Excel and word processing applications
 - Basic knowledge and skill in welding and cutting (gas, electric, MIG, TIG)
 - Excellent communication skills, able to communicate with co-workers and drivers with demonstrated teamwork skills
 - Follow strong career paths for professional growth
 - Knowledge of basic hand tools
 - Proven experience handling multiple projects and priorities while maintaining tight deadlines; highly organized with attention to detail
 - Basic knowledge and skill in diagnosis and repair of electrical systems on all equipment
 - Ability to diagnose defects in and repair a variety of equipment and vehicles - strong diagnostic experience

