

RESUME ID #108

Objective

Dedicated, mechanically-minded, and highly-motivated professional to secure a position with your company utilizing my skills, training, education and experience in ***Automotive and Light Truck Service and Repair, or as applicable***

Summary of Qualifications

- Possesses 75-hour, ***Automotive Mechanics Training Certificate***, trained in performing a wide range of automotive repairs and service work including tune-ups, exhaust systems, brakes, chassis replacement parts/suspension, tire replacements and repairs, oil changes, coolant changes, etc., completing all necessary work in a timely manner and exceeding all trainer expectations
- Some experience in a warehouse/shipping and receiving setting, unloading and loading trucks, repositioning items throughout a warehouse, performing inventory management, reporting surpluses and deficiencies to upper management, and keeping items on shelves and racks neat and organized
- Consistently recognized for meeting and/or exceeding all daily work quotas and performing all work safely
- Trains new personnel upon supervisor request, delegating work orders to gauge comprehension of job duties, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Operates forklifts, pallet jacks, tire changing and balancing machines, wheel alignment machines, diagnostic equipment, and power tools including drills, a wide range of saws, micrometers, calipers, other measuring devices, etc.
- Experienced performing Quality Control assurance checks on finished repair work
- Fully trained (OSHA 10-Hour) and compliant with all OSHA safety laws and regulations for various work settings
- Strong communications, mechanical, analytical, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects/assignments on time or ahead of schedule
- Works well independently or collaboratively in a team environment

Professional Experience

02/17 - 04/17

Warehouse Associate (Temporary)

Flame Control Coatings, LLC, Niagara Falls, NY

- Assisted with operating various equipment ensuring production quality and quantity objectives, in a facility producing flame resistant paints and varnishes, up to 75,000 gallons per week
- Collaborated with shipping and receiving to ensure the preparation of shipments of products to clients, locally, regionally, nationally, and worldwide
- Operated forklifts and pallet jacks to supply raw materials to production areas prior to operating machines and cook kettles for varnishes and to reposition finished products in preparation for packaging and shipping

10/16 - 11/16

Production Specialist (Temporary)

Precious Plate, Niagara Falls, NY

- Processed/removed gold, created from a chemical bath procedure, in strips into final containers
- Performed quality control inspections of finished products
- Met and/or exceeded all production goals and objectives
- Maintained security clearance at all times

07/15 - 09/15

Packaging Specialist

Fresenius Kabi, Grand Island, NY

- Inspected vials filled with injectable pharmaceutical products for flaws or defects
- Affixed labels on vials, packaging sterilized vials in appropriate containers in preparation for shipping
- Prepared detailed reports as to quantity of product packaged and submitted reports to upper management

Education, Training, and Achievements

Automotive Mechanics Training Certificate, 2017

Orleans-Niagara BOCES, Sanborn, NY

Fork Truck Operator License, 2016

Iroquois Job Corps Center, Medina, NY

Brick-Masonry Pre-Apprenticeship Certificate, 2016

Iroquois Job Corps Center, Medina, NY

Diploma, 2016

Penn Foster High School, Scranton, PA / Iroquois Job Corps Center, Medina, NY

Customer Service Training Certificate, 2015

Iroquois Job Corps Center, Medina, NY