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PERSONAL SUMMARY

A positive and energetic Automotive Technician who has a mechanical aptitude and the ability to professionally inspect, repair and maintain vehicles. Maxine loves cars and enjoys fixing things, both of these are traits which enable her to produce excellent results. She has a long record of helping customers with their automotive needs, primarily by completing each job on time, and without error or omission. As a true professional she likes to be at the centre of the action and works hard to stay abreast with the rapidly changing world of automotive technology. On a personal level she is confident, has high integrity, and is able to maintain a positive attitude along with a keen sense of urgency. Her key strengths lie in her expertise in working on a vehicles electrical, engine, transmission, suspension and braking systems. Right now she is looking for a suitable position with a company that offers its employees excellent opportunities for career growth and advancement.

CAREER HISTORY

AUTOMOTIVE TECHNICIAN – January 2010 - present  
Employers name - Coventry  
Responsible for providing a full range of automotive services to a wide range of customers.

Duties;

* Maintaining an organized, neat and safe work area.
* Working out the estimated time and cost for a vehicles repair or service.
* Repairing both domestic and foreign vehicles.
* Diagnosing and repairing automotive problems.
* Explaining technical problems clearly to vehicle owners.
* Performing all other duties as assigned by the manager.
* Replacing damaged vehicle parts.
* Cleaning and washing vehicles so they are in a good state when handed back to a customer.
* Supervising the work of junior mechanics.
* Monitoring the cost of a vehicles repair and ensuring that it does not go over budget.
* Ordering vehicle parts and supplies for the garage.
* Writing up detailed and accurate reports for customers.
* Road testing vehicles to ensure they are safe to drive.

TRAINEE TECHNCIAN – May 2008 - January 2010  
Employers name - Birmingham

CASHIER – July 2007 - May 2008  
Employers name - Birmingham

KEY SKILLS AND COMPETENCIES

Technical

* Converting standard vehicles to liquid petroleum gas (LPG).
* Experience of working on electric and hybrid vehicles.
* Superb problem solving abilities.
* Ability to communicate verbally and in writing with customers.
* Fleet management experience.
* Long record of prioritizing and delivering work on time.

Personal

* Committed to learning new technical information and techniques.
* Possessing a full set of tools.
* Able to concentrate for long periods of time.
* Physically fit and able to stand, walk, bend, kneel, crouch, twist, reach, grip, handle, lift and carry heavy loads.
* Superb manual dexterity.
* Having a professional appearance at all times.
* Possessing a Valid Driver's License and clean driving record.
* Treating people fairly and consistently.

AREAS OF EXPERTISE  
Computer systems diagnosis   
Decision making   
Vehicle repairs

ACADEMIC QUALIFICATIONS

Central Birmingham University – Engineering Degree 2003 - 2007  
Aston College - HND 2001 – 2003  
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)