

# John Tivinis



## Objective

Highly motivated and eager individual seeking to apply strong interpersonal and problem solving skills to better serve the community.

## Education

**Masconomet Regional High School**, Topsfield, MA June 2013

High School Diploma

Varsity member of both the football and wrestling team.

**North Shore Community College**, Danvers, MA 2013-2014

Earned 21 credits towards an Associate's in Fire Protection and Safety Technology

### **Relevant Coursework:**

Principles in Emergency Services, Fundamentals of Fire Prevention, Building Construction for Fire Protection, Introduction to Hazardous Materials, and Principles of Fire and Emergency Services.

## Work Experience

**Fellsway Auto Repair**, Somerville, MA Summer 2013 - Present

*Automotive Mechanic and Managerial Apprentice*

Troubleshoot and repaired both mechanical and electrical issues on numerous makes and models of vehicles.

Operated sophisticated tools and machinery to aid in the repair process.

Consulted with customers to provide accurate repair estimates.

Communicated and cooperated with customers to schedule appointments and fulfill repair orders.

Coordinated with parts suppliers to deliver and maintain necessary inventory stock.

Managed the day-to-day operations of the business.

## Certifications and Training

**Emergency Medical Technician (EMT) (In Progress)**

Cataldo Ambulance Service Training

Completed the practical exam portion.

## Additional Skills

Proficient in all aspects of Microsoft Office Suite.

Strong leadership, interpersonal, and communication skills.

Excellent problem solving and critical thinking skills.

Experience using various tools to perform mechanical repairs.