

Objective

To obtain a position that will enable me to use my skills to provide humanitarian services. I will be utilizing my skills to quickly and safely help reduce the risk of danger to preserve human life. I want to serve the public and city by helping people in need and being the best firefighter that I can be for my coworkers, friends and the people of Somerville.

Experience

Acton Toyota of Littleton/ Dealer Service Repair Technician

Oct 2015- Present

- Communicated clearly to the client about the diagnosed problems and the adjustments or repair accomplished to restore it.
- Completed job order and updated with information on parts replaced to ensure proper billing.
- Performed tune up procedures on vehicles brought in for regular checks.
- Adjusted, tested and repaired gas and steering systems, braking systems, drive trains, vehicle suspensions, electrical systems, wheel re-alignment and air-conditioning systems, mechanical systems, cooling systems.
- Conducted troubleshooting and Pinpoint test, interpreted schematic diagrams (electrical and mechanical)
- Performed code reading, calibrations and system programming and reprogram.

Lexington Toyota/Dealer Service Repair Technician

May 2005- Oct 2015

- Perform work outlined on repairs by the Service Advisor in an efficient and accurate manner.
- Keep the Service Advisor informed of the repair order's status and the estimated time for its completion so that customers can be informed.
- Perform repair, maintenance, and warranty work in a timely fashion. Road- test to confirm issues are resolved.
- Verify the vehicle's operation will meet or exceed customer's expectations.
- Toyota Safety recalls.
- Comply with all State and Federal safety policies and procedures.
- Manage Apprentices.

Sears/Tool Consultant and Customer Relations

April 2006- Feb 2007

- Assist customer and advice them on correct tools for their convenience.
- Worked at the cashier and floor.
- Opened Store and closed.

The Maria L. Baldwin Summer School Program/ Math-English Assistant Teacher

June 2003- Aug 2003

- Teach Math and English to 4th graders.
- Read to the students and also show them new ways to solve math problems.
- Assigned Journal Topics and corrected the assignment when done.
- Guide and encourage kids to a successful completion of the summer course.

Education

2007- 2017

University of Toyota Certs: ASE, O.S.H.A / 20 hours safety program, Online Certification

Minuteman Regional High School Lexington MA, Diploma 2005

References: Available Upon Request

Skills

- Ability to Prepare and Plan Ahead
- Management
- Time Management
- Customer Relations
- Identifying Safety issues in the work area.
- Proficient in Microsoft Office
- Creative Problem Solving
- Teambuilding
- Diagnosis and Repair of customer complaints
- Lead and oversee technical repairs