

GREGORY JONES

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OBJECTIVE Auto Mechanic Apprentice

SUMMARY OF QUALIFICATIONS

- Completed one year of automotive apprenticeship program
- Excellent ability to learn quickly and to adapt to a variety of working conditions
- Knowledgeable in repairs and general maintenance of automobiles
- Experience with building engines for North American cars, including installations
- Able to diagnose car problems accurately and provide suggestions for repairs
- Proven track record of performing efficiently with minimal or no supervision

RELEVANT SKILLS AND EXPERIENCE

Machine Repair

- Prepared and adjusted machinery to carry out processing operations and to ensure that employer's needs were being met
- Identified acceptable and defective machinery and repaired problems if necessary
- Assembled, fitted, and installed new parts to machines as needed to improve operation of equipment by 100%

Automobile Repair

- Repaired parts and components of automotive systems using hand tools and other specialized automotive repair equipment
- Performed maintenance service such as oil changes, lubrications, and tune ups in order to meet automotive standards
- Advised individuals on vehicle conditions and future repair requirements
- Diagnosed faults or malfunctions and repaired or replaced parts as needed to ensure vehicle is in road-worthy condition
- Disassembled engines and rebuilt them to improve engine quality

Organizational

- Recorded production information and completed reports in order to maintain accurate files
- Supervised and trained over 10 employees on policies, procedures, and protocol to maintain integrity and quality of production
- Tracked all repairs needed and recorded completion of repairs on a detailed logging chart to inform workers of jobs to be done and work completed

EMPLOYMENT HISTORY

Machine Operator	Fast Action Movers	2 years
Warehouse Worker	XYZ Warehouse	4 years

References Available Upon Request