

Personal statement

A accurate, logical and patient college leaver who has a good level of fitness and is more than able to spend a lot of time on her feet working in, under, and around vehicles. Helen has good hand to eye co-ordination, excellent hearing and the necessary communication skills required to discuss work with supervisors and anxious customers. She has good problem solving skills and will be able to diagnose faults in vehicles, and work out what is causing them, usually at her first examination. She is currently looking for a suitable trainee mechanic position with a responsible employer who is looking to recruit talented young people.

Academic qualifications

Coventry North College	2011 - 2012
Diploma in Vehicle Mechanics	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass
Physical Education	Pass

Mechanical skills acquired whilst studying

- Performing routine maintenance services such as oil changes, lubrications, and tune-ups.
- Overhauling, repairing & replacing all major vehicle parts such as brake systems, cambelts, clutches, carburetors, pistons, rods, gears, valves, bearings, radiators, heaters, mirrors, and shock absorbers.
- Keeping customers up to date about repairs to their vehicles, explaining the work to be done.
- Implementing changes and making quality improvements.
- Writing comprehensive reports about repairs.
- Dealing with customer queries, complaints and grievances in a professional manner.
- Able to strip and re-fit damaged panels.
- Knowledge of computer diagnostic equipment as well as a variety of tools such as pneumatic wrenches, screwdrivers, pliers and welders, lathes and grinders.
- Ensuring that all repairs are completed to the correct specification & conform to industry standards.

Knowledge of

Motor mechanics	Diagnosing faults	Accident repair	Vehicle servicing
Quality control	Bodywork repairs	Part replacement	MOTs
Diesel motors	Test driving vehicles	Safety procedures	Inspecting vehicles

Personal skills

- Able to clearly explain technical issues to non technical clients.
- Able to carry out tasks in a process driven environment.
- Being able to concentrate for long periods of time.
- Excellent communication skills to be able to relax anxious or agitated customers.

Hobbies & interests

Helen is a socially active person who likes to spend much of her spare time with a close group of friends. Together they go on hiking trips in the countryside, meals in restaurants and trips to the cinema. She also likes to read and is a great fan of science fiction novels.

References - Available on request.



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