

Maxine Curry

Auto Mechanic

AREAS OF EXPERTISE

Car Dismantling
General Maintenance
Vehicle inspections
Problem diagnosis
Replacing engines
Vehicle repairs

PERSONAL SUMMARY

Maxine is a hands on, energetic and competent individual who loves cars and enjoys fixing mechanical things. She comes to you with a strong background in diagnosing faults correctly, explaining mechanical issues to clients, and performing physically challenging tasks for extended periods of time. On a personal level, she is someone who will always provide a professional customer focused service to clients. Furthermore, she is a humble person who fully understands her own professional limitations and is not afraid to seek appropriate assistance when required. Right now, she would like to work for a garage that is looking to take on talented mechanics.

WORK EXPERIENCE

Company name – Location

AUTO MECHANIC Jun 2013 – Present

Responsible for inspecting a customer's vehicle to locate and determine the extent of any necessary overhaul or repair work that has to be done.

Duties:

- Testing out motor vehicles so as to see if they are roadworthy and find any faults.
- Explaining in simple terms to car owners what's wrong with their vehicles, how much it will cost to repair and how long it will take to fix any faults.
- Asking vehicle owners questions about the problems they are experiencing.
- Going through a checklist to ensure that all key mechanical work has been done.
- Completing all administrative documentation relating to any work carried out.
- Sourcing the cheapest suppliers of quality vehicle parts for a particular vehicle.
- Test driving cars after they have been repaired to ensure they are safe to drive.
- Carrying out gas and electrical welding work on the inside and outside of vehicles.
- Doing everything possible to maximise a vehicle's availability for its owner.
- Accurately estimating the time, cost and materials needed for any repair work.

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Capable of working on vans, cars and foreign/domestic made vehicles.
- Making the right decisions about the most suitable way to carry out a repair.
- Tactfully dealing with irate customers in a diplomatic and sympathetic manner.
- Physically fit and able to remain standing and moving for long periods of time.
- Have previously worked on a wide range of vehicle makes and models.
- Monitoring the work carried out by junior mechanics and making sure it is OK.

CONTACT

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Driving license: Yes
Nationality: British

ACADEMIC QUALIFICATIONS

Nuneaton University *2008 - 2011*
BSc (Hons) Sales Management

Coventry Central College *2005 - 2008*
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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