

# Maxine Curry

## Car Mechanic

### AREAS OF EXPERTISE

*Service Inspection*

*Equipment Maintenance*

*Routine inspections*

*Vehicle repairs*

*Part replacements*

*Customer service*

### PROFESSIONAL

*French speaker*

*First Aider*

### PERSONAL SKILLS

*Passionate*

*Forward thinking*

*Focused*

*Hard working*

### CONTACT

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Dayjob Ltd  
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*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A practically minded and physically fit Car Mechanic who has extensive experience of diagnosing, repairing and testing vehicles. Maxine knows how to use the very latest diagnostic equipment and personal hand tools to perform her duties and responsibilities in a safe manner. She is someone who can quickly build up a rapport with car owners and is committed to achieving a high level of customer service. Right now, she would like to join a garage that is looking to employ competent and capable mechanics who can work on all types of vehicles.

### WORK EXPERIENCE

#### ***Company name – Location***

**CAR MECHANIC** Jun 2013 – Present

Responsible for repairing of a wide variety of light as well as heavy general and off-road motorized vehicles.

#### ***Duties:***

- Servicing all makes and models of national, international and vintage vehicles.
- Contacting car parts suppliers to source, enquire about and obtain needed parts.
- Washing, polishing, and cleaning the interior & exterior of vehicles before handover.
- Identifying mechanical problems on vehicles that need to be repaired or replaced.
- Working in a busy garage in close proximity to moving vehicles & mechanical parts.
- Overseeing, mentoring & advising the work of apprenticeship & trainee mechanics.
- Keeping the garage work area and mechanical equipment in good working condition.
- Providing every customer with an accurate estimate of any labour, cost and time.
- Carrying out preventive maintenance services and repairs on vehicles as necessary.
- Shuttling vehicles around the garage onto repair ramps and, also test driving them.
- Writing up and completing all necessary paperwork such as invoices and reports.

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

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### KEY SKILLS AND COMPETENCIES

- Extensive knowledge of modern mechanical methods and diagnostic machines.
- Following strict safety policies & procedures when working in the garage area.
- Able to properly and safely use the tools, machines & instruments of the motor trade.
- Exercising a degree of independent judgement in determining methods of repair.
- Physically fit and able to lift, lower, push, pull, leverage and manipulate equipment.
- Able to complete complex repairs to vehicles with little or no assistance from others.
- Working hard to stay abreast of the rapidly changing technology in the auto industry.

### 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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