

Name

Phone: 000-000-0000

Email: name@gmail.com

Address: 600 Street, Alva, OK 73717

Objective Seeking employment in the automotive industry in which I can use my automotive service skills.

Education Northwest Technology Center Alva, OK
Automotive Technology 2018-2019

Pawnee Heights High School Rozel, Kansas
High School Diploma 2013 - 2017

Professional Experience Handy Shop Kinsley, KS
Clerk 2011 - 2011

- Cash register skills
- General gas station duties
- Reading and understanding gas pump readings
- Delivered quality customer service and quickly resolved any customer issues

Pawnee Valley Feeders Hanston, KS
Maintenance/Processor/Doctor 2011 - 2018

- Cable Repair
- Welding
- Cattle Vaccination
- General Cattle Health
- Operate heavy machinery
- Computer skills

Career Shadow Day - Northwest Technology Center Nov. 2018
Washburn Ford Lincoln Dealership, Alva, OK
Croft Country Chevrolet Buick GMC Dealership, Alva, OK
Ampride Tire and Auto Service Center, Alva, OK

- Key Skills**
- Basic computer operations utilizing MS Windows and Mac OS operating systems
 - Create and edit documents using MS Word and Google Docs
 - Create and edit spreadsheets using MS Excel
-

Certifications WorkKeys National Career Readiness Certificate Dec. 2018
ASE Steering & Suspension Dec. 2018

**Organizations &
Activities**

SkillsUSA - Member

2018-2019

Hugh O'Brian Youth Leadership (HOBY) - Member

Apr. 2016

References
