

# Charlie Taylor

21675 SW Olive Terrace, Sherwood, OR 97140  
503-555-3817

[Charlie.Taylor@gmail.com](mailto:Charlie.Taylor@gmail.com)

## **Objective**

To obtain a position as an Automotive Technician with Carr Subaru

## **Automotive Skills**

- Oil changes/fluid checks
- Work orders/basic tune ups
- Battery Installation
- Replacing and balancing tires

## **Education**

Portland Community College  
AAS: Automotive Service Technology

Expected Graduation  
June 20XX

Sherwood High School

June 20XX

## **Automotive Certifications**

- SP2 Automotive Service Safety Certification
- SP2 Automotive Service Pollution Prevention Certification
- SP2 Automotive Lift Institute: Lifting it Right Certification

## **Experience**

**Meat Clerk** | Albertsons

March 20XX-Present

- Greet and assist customers
- Assist customers to product location
- Cut custom orders
- Provide tips for cooking and preparation
- Sanitize department and maintain a high sanitation standards
- Provide other routine store maintenance

**Gas Attendant** | Chevron Gas Station

Sept. 20XX–Nov. 20XX

- Greeted customers promptly
- Activated pumps and began sales transactions
- Filled vehicle fuel tanks with gasoline
- Filled propane tanks for customer upon request
- Cleaned vehicle windshields, headlights and side rear-view mirrors