

# Jeff Gordon

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**OBJECTIVE:** To obtain a position with your company an Automotive Technician

## **HIGHLIGHTS OF QUALIFICATIONS:**

- \* Responsible, diligent and thorough
- \* Able to see a demanding project through to the end
- \* Cooperative and dependable; get the job done efficiently
- \* Meticulous worker; attentive to quality and detail
- \* Able to wet sand and buff cars
- \* Capable of doing oil changes

## **EDUCATION & TRAINING:**

20XX- Present Portland Community College/Automotive Program

20XX Graduate of Beaverton High School, Portland, OR

## **RELATED SKILLS & EXPERIENCE:**

### **Driver/Technician**

- \* Responsible for the delivery of cars around the Portland area on call
- \* Valid Oregon Driver's License
- \* Delivery of vehicle long distances (Bend, OR)
- \* Able to operate vehicle following all safety rules and doing safety inspection of vehicle before delivery
- \* Able to change oil and perform courtesy inspections
- \* Can wet sand and buff cars

### **Mover**

- \* Loaded and unloaded products from trucks/trailers
- \* Stacked and sorted boxes for storage
- \* Pallet jack operation
- \* Responsible for packaging and labeling products
- \* Followed all safety standards
- \* Physically strong; able to safely lift heavy objects

### **Customer Service/Cashier**

- \* Efficiently took customers money and directed traffic
- \* Made accurate change in a fast paced setting
- \* Consistently provided top-quality service
- \* Maintained a high standard of appearance and work performance

## **EMPLOYMENT HISTORY:**

20XX-XX Home Depot Science Park Drive Portland, OR

20XX-XX Barrett Business Service Inc. Portland, OR

20XX-XX Free Geek Portland, OR (Volunteer)