

KIVON RILEY

Automotive Mechanic

✉ kivonriley@gmail.com

☎ (123) 456-7890

📍 Boston, MA

🌐 LinkedIn

CAREER OBJECTIVE

Seasoned automotive mechanic with 8+ years of experience in the industry and 3+ years of auto mechanic work. Seeking a position with Arnold Body Shop, where my expertise in balancing high-quality work, efficiency, and communication will increase profit margins and foster improved community relations.

EDUCATION

High school diploma

Boston Latin High School

📅 2004 - 2008

📍 Boston, MA

SKILLS

Battery Installation

Tire Maintenance

Starting/ Charging Systems

Repair

Engine Oil

CERTIFICATIONS

Section 609

WORK EXPERIENCE

Automotive Mechanic

Bridgestone

📅 2019 - current 📍 Boston, MA

- Established relationships with clients, resulting in 85% of first-time customers becoming loyal clients
- Outperformed efficiency standards, operating at 135% efficiency and 97% productivity
- Conducted 50+ standard auto inspections per day
- Communicated with clients effectively, providing diagnostic results and following through with 90% of suggested repairs
- Spearheaded the introduction of Fullbay software, moving 99% of paper records into online portals

Automotive Mechanic

Champion Auto Repair

📅 2017 - 2019 📍 Boston, MA

- Maintained detailed knowledge on high-tech repair skills for 14 of the largest automaker companies
- Established honest communication lines with clients, ensuring trusting relationships that strengthened community perception
- Handled unforeseen circumstances, becoming known as the office troubleshooter
- Awarded Employee of the Year in 2018 for peer leadership and customer relations
- Successfully completed 500+ difficult jobs, including engine replacement, clutch and transmission repairs

General Service Technician

Pep Boys

📅 2013 - 2017 📍 Boston, MA

- Generated 70+ detailed auto diagnostic reports per day
- Demonstrated accountability, showing up to 100% of shifts on time
- Crafted checklists for all technicians to ensure 0 inspections were missed, improving Google Reviews from 4.2 to 4.7 stars
- Utilized 45+ types of diagnostic and repair tools to conduct replacements on wheel bearings, fluid checks, oil changes, and more