***John Doe***

***(915) 123-4567/*** [***JohnDoe123@yahoo.com/***](mailto:JohnDoe123@yahoo.com/) ***Horizon, Texas 79928***

**Certifications**

* 609 A/C Certification – 2020
* Entry-level ASE: Brakes – 2021
* Entry-level ASE: Automatic Transmission and Transaxle – 2021
* Entry-level ASE: Suspension and Steering – 2021
* Entry-level ASE: Maintenance and Light Repair

**Skills**

* Proficient in Word and Excel
* Able to adapt to many different types of work situations
* Provide customer service in a polite and professional manner
* Proficient with hand and power tools
* Interpret wiring diagrams

**Educational Background**

School: **Western Technical College**

City and State: El Paso, TX

Degree: A.O.S. in Automotive Technology

Expected Graduation Date: June 2022

School: **James Campbell Highschool**

City and State: Ewa Beach, HI

Degree: High School Diploma

Graduation Date: March 2019

**John Doe/**resume cont.

**Work Experience**

Position: **Pool Tech**

Dates of Employment: April 2020 - Present

Company Name: **America’s Swimming Pool East**

City and State: El Paso, TX

* Perform weekly cleanings on multiple customer houses.
* Survey equipment for damage and find solutions for customers.
* Clarify questions customers may have about cleaning process.

Position: **Inventory Associate**

Dates of Employment: Jan. 2020 – June 2020

Company Name: **W.I.S. Intl.**

City and State: Waipahu, HI

* Recorded inventory for multiple companies.
* Record mass number of products accurately.

Position: **Team Member**

Dates of Employment: Feb. 2019 – Nov. 2019

Company Name: **Round Table Pizza**

City and State: Waipahu, HI

* Handle currency responsibly without mistakes.
* Provide necessary ingredients/products used in workday.
* Provide customer service along with servicing customers with products.