

Your Name

123 Main St.

Anytown, NE

Home : 000-000-0000 Cell: 000-000-0000

Professional Summary

Meticulous Small Engine Mechanic routinely performing engine maintenance and inspections on small engines and related components. Adept at using hand tools and specialized equipment as necessary to perform the required repairs. Committed to keeping accurate records via computer of all repairs and billing customer and carefully inspecting completed work.

Core Qualifications

- Impressive ability to repair an assortment of small equipment • Deep understanding of industry safety regulations
- Ability to accurately and efficiently troubleshoot problems
- Adept at using hand tools, computer, and diagnostic equipment
- Ability to work extended hours and flexible schedules
- Excellent ability to work quickly and efficiently

Experience

May 2016 to November 2016 **Smith Mechanical Systems, Inc.** — Anytown, NE Small Engine Mechanic

- Stocked and restocked a steady inventory of equipment and parts
- Transported assembled new equipment and parts for installation
- Ensured that all industry standards were followed.
- Prepared invoices for all work performed

November 2016 to September 2017 **Main Street Equipment Rental** — Anytown, NE Small Engine Mechanic

- Inspected equipment brought in for repairs to determine the full extent of service and repair work
- Ensured that all repairs were performed in accordance with manufacturer's procedures
- Maintained a database of all repairs performed in-house and on-site
- September 2017 to Present **Ace Hardware Store** — Anytown, NE Small Engine Mechanic
- Ensured that work areas were kept organized
- Performed manufacturer diagnostic procedures to isolate problems.
- Completed engine service and repair.
- Responded to customer inquires and processed customer billing or payments.

Hobbies

- Enjoy working with my hands to build and or repair things.
- Recreational and hobby outdoor activities, such as fishing, hunting, and hiking.

Education

2017 Anytown Senior High School, Anytown, NE High School Diploma