

Richard Mars

999 Bloomington Street
Everett, WA 98208
(123) 456-7890
yourmail@email.com

Objective: Automobile Body Repair Manager

Highlights:

- Earned excellent reputation in the community and received referrals from automobile dealerships as well as past customers.
- Consistently maintained owner's desired profit margin on jobs.
- Demonstrated expertise in working on steel, aluminum, metal alloys and plastics.
- Was asked to teach and supervise apprentices.
- Assisted owner/manager with inventory and financial record-keeping during last 18 months.

Experience:

August 2009
to Present

Thornton Auto Body Shop

Everett, WA

Automobile Body Repairer

- Repaired body damage on cars and light trucks using a wide variety of hand tools and power tools.
- Converted vehicles to special purposes and customized undamaged vehicles.
- Was assigned most difficult body work.
- Used frame-aligning rig that indicated location and extent of misalignment when there was evidence of frame damage.
- Examined interior for evidence of fire and water damage to upholstery and appointments.
- Computed cost of replacement parts and labor to restore vehicle to condition specified by customer.
- Trained new workers.

June 2007
to July 2009

Car Wash 'n Care

Everett, WA

Car Washer

- Worked on the automated line of the car wash, vacuuming interiors, scrubbing tires and especially dirty spots on exteriors and drying exteriors.
- Performed hand washes and auto detailing.

Education: Washington Vocational College Everett, WA
• Completed courses in working with metal alloy and plastic body parts and in using new tools, technologies and techniques.

Truman High School Everett, WA
High School Diploma

Certifications: Certified by the National Institute for Automotive Service Excellence

References: Available upon request