



# Mateo Wiggins

## Auto Body Mechanic

☎ (281) 555-0147 ✉ mateo.wiggins@example.com

🌐 linkedin.com/in/mateowiggins 📍 Houston, TX 77001

### STRENGTHS

- ✂ **Technical Skills**  
Trained in various repair technologies, enabling swift diagnosis and quality repairs. Frequently mentors interns.
- ♥ **Collaboration Skills**  
Thrive in team settings, facilitating smooth communication and boosting morale among peers during tight deadlines.
- 💡 **Problem-Solving Abilities**  
Approach challenges with curiosity, creating innovative solutions that improve repair timelines and customer satisfaction.
- 🛡 **Safety Commitment**  
Dedicated to upholding stringent safety standards, evident in completed trainings and protocols actively practiced daily.
- 👥 **Customer-Focused Approach**  
Always prioritize client satisfaction, reflected in positive feedback and strong repeat business among loyal customers.

### SKILLS

Frame Machine Operation

Vehicle Repair Techniques

Safety Compliance

Team Leadership

Effective Communication

Problem Solving

Customer Service Excellence

Quality Assurance Practices

Advanced Tool Proficiency

Workflow Efficiency Have

### SUMMARY

Detail-oriented Auto Body Mechanic with a strong foundation in vehicle repair and maintenance. Expertise in using frame machines and I-CAR welding techniques ensures high-quality repairs in fast-paced environments. Adept at analyzing repair requirements, developing efficient solutions, and leading junior technicians to enhance productivity. Committed to safety and efficiency across all work processes while maintaining high standards of craftsmanship. Excited about joining Repair Masters and contributing to a collaborative team dedicated to exemplary service.

### EDUCATION

#### Certificate in Automotive Technology

Texas State Technical College 🎓 GPA: 3.8 📅 2026 📍 Waco, TX

*Coursework: Automotive Systems, Welding Techniques, Vehicle Structuring, Safety Protocols*

### TECHNICAL SKILLS

- **Repair Equipment:** Frame Machines, Welding Tools, Hand Tools
- **Safety Standards:** OSHA Compliance, I-CAR Guidelines, Safety Audits
- **Communication Platforms:** Microsoft Teams, Slack, Emails
- **Power Tools:** Sanders, Grinders, Drills
- **Diagnostics Software:** Scan Tools, Electronic Measurement Devices, Estimation Programs
- **Paint Technology:** Spray Guns, Paint Mixing, Color Matching
- **Damage Assessment Tools:** Measuring Instruments, Alignment Gauges, Diagnostic Computer Programs
- **Schedule Management Tools:** Trello, Asana, Work Order Tracking
- **Inventory Management Systems:** SAP, Manual Tracking, Supply Chain Management
- **Educational Platforms:** Online Training Modules, Workshops, Internships

### EXPERIENCE

#### Auto Body Mechanic

Repair Masters 📅 June 2025 - Present 📍 Dallas, TX

As an Auto Body Mechanic, responsible for assessing vehicle damage, developing efficient repair strategies, and supervising junior staff. Operate complex machinery and adhere to repair timelines to ensure customer satisfaction and safety compliance.

- Evaluated vehicle damage and developed comprehensive repair plans, enhancing workflow efficiency.
- Collaborated with team members to provide regular updates on repair status, ensuring transparency and accountability.
- Conducted precise repairs while adhering to strict timelines, maintaining a high standard of workmanship.
- Analyzed repair versus replace decisions by evaluating safety assessments, cost evaluations, and time constraints.
- Facilitated team safety meetings, reinforcing compliance with industry safety standards.
- Operated and maintained power tools and hand tools for surface preparation and repair tasks.

#### Junior Auto Body Technician

Precision Collision Center 📅 January 2024 - May 2025 📍 Fort Worth, TX

Assisted senior mechanics in intricate repair projects, refining hands-on skills and technical knowledge necessary for auto body repair. Supported client interactions and adhered to safety protocols while enhancing operational efficiency.

## Performance Evaluation

Repair Estimation

Time Management

Conflict Resolution

Adaptive Learning

Training Development

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Auto Body Mechanic at Repair Masters (1.2 Years)

● Junior Auto Body Technician at Precision Collision Center (1.3 Years)

● Apprentice Technician at Metro Auto Repair (8 Months)

- Assisted in the disassembly of vehicles to access damaged components, ensuring thorough inspections.
- Supported senior mechanics in executing complex repairs, gaining practical experience and technical knowledge.
- Engaged in continuous training on latest vehicle repair technologies and methodologies.
- Contributed to a collaborative team environment through effective communication of repair progress.
- Participated in safety training programs, demonstrating commitment to workplace safety and best practices.
- Maintained clean, organized workspace promoting efficiency and safety.

## Apprentice Technician

Metro Auto Repair 📅 April 2023 - December 2023 📍 Austin, TX

Served as an Apprentice Technician, shadowing skilled professionals and participating in foundational repair tasks. Developed essential mechanical skills and understanding of workplace safety protocols.

- Shadowed experienced technicians to learn repair techniques and safety protocols.
- Assisted in basic repair tasks under supervision, including sanding and grinding surfaces.
- Gained familiarity with the vehicle repair process and tools, enhancing foundational skills in auto mechanics.
- Supported team efforts in delivering high-quality service and customer satisfaction.
- Participated in workshops aimed at improving technical skills and industry knowledge.
- Helped maintain inventory of tools and parts, ensuring adequate supplies for repair operations.

## LEADERSHIP & AWARDS

- I-CAR Welding Certification awarded 2026
- Completed advanced automotive technology training in 2026

## CERTIFICATIONS

- I-CAR Welding Certification 📅 2026
- ASE Certified Collision Repair Technician 📅 2026

## PROFESSIONAL AFFILIATIONS

- Member of Texas Automotive Technicians Association since 2025
- Volunteer for local community car care clinics since 2025

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST