

Milo Arellano

 (216) 555-1234  milo.arellano@example.com  linkedin.com/in/miloarellano  Cleveland, OH 44101

SUMMARY

Ambitious automotive mechanic with over two years of experience diagnosing and repairing vehicles. Skilled in performing routine maintenance and adhering to safety standards during repairs. Proficient with advanced diagnostic tools and mobile applications for effective task management. Committed to enhancing customer satisfaction through clear communication and expert advice. Experienced in managing records accurately, ensuring all repairs follow manufacturer specifications and industry safety regulations. Motivated team player dedicated to delivering exceptional service while maintaining an organized work environment.

EXPERIENCE

Automotive Mechanic
Precision Auto Repair

June 2024 - Present
Cincinnati, OH

Supportive role as an automotive mechanic specializing in diagnostics and repair across various vehicle systems, focusing on enhancing performance and safety standards.

- Diagnosed a wide range of automotive issues using advanced diagnostic tools; customer satisfaction ratings increased significantly.
- Performed critical repairs on engines, brakes, and electrical components, ensuring adherence to detailed manufacturer specifications.
- Conducted essential maintenance tasks including oil changes and tire rotations; consistently expanded customer trust.
- Maintained accurate records for repairs and maintenance tasks, improving client communication through efficient documentation.
- Provided customers with virtual consultations, empowering them to make informed decisions regarding necessary repairs.
- Ensured compliance with all industry safety standards, contributing positively to the overall working environment.

Junior Mechanic
Rapid Auto Service

January 2024 - May 2024
Toledo, OH

Assisted experienced mechanics in vehicle diagnostics and repairs, gaining valuable hands-on experience in automotive engineering.

- Supported major diagnostics and repairs for light trucks, deepening practical understanding of vehicle systems.
- Executed regular maintenance work following safety protocols, reinforcing established quality standards.
- Utilized mobile apps efficiently for task management, which notably improved workflow efficiency within the shop.
- Communicated effectively with customers about service details, recommending preventative measures for their vehicles.
- Collaborated with team members to maintain order and cleanliness in the workshop, establishing a safe environment.
- Engaged in training sessions that broadened skills relating to modern methods in automotive repair.

LEADERSHIP & AWARDS

- Recognized among top performers in customer satisfaction at Precision Auto Repair in 2025.
- Completed skills enhancement program focused on advanced diagnostics techniques in 2025.

EDUCATION

High School Diploma
Cleveland Central High School GPA: 3.5

2022
Cleveland, OH

Coursework: General Studies, Automotive Technology, Physics, Mathematics

CERTIFICATIONS

- Automotive Service Excellence (ASE) Certification  2025
- Advanced Automotive Diagnostic Certification  2026

TECHNICAL SKILLS

- **Diagnostic Tools:** OBD-II Scanner, Multimeter, Compression Tester
- **Repair Techniques:** Engine Overhaul, Brake Replacement, Electrical System Repairs
- **Maintenance Procedures:** Oil Change, Fluid Flush, Tire Rotation
- **Mobile Applications:** Management Apps, Communication Tools, Digital Workflow Systems
- **Safety Standards:** OSHA Guidelines, Local Automotive Codes, Protocol Compliance
- **Documentation Software:** Record-Keeping Systems, Customer Management Platforms, Cloud Storage Solutions
- **Vehicle Systems:** Electrical, Transmission, Engine Systems
- **Collaboration Tools:** Team Messaging Apps, Scheduling Software, Documentation Sharing

- **Repair Estimation:** Cost Analysis Tools, Quoting Systems, Parts Ordering Platforms
- **Training Resources:** Skill Development Programs, Technical Manuals, Online Courses

SKILLS

- Automotive Repair
- Diagnostic Tools
- Customer Communication
- Preventive Maintenance
- Safety Standards
- Mobile Applications
- Vehicle Diagnostics
- Data Entry
- Workshop Organization
- Client Consultation
- Repairs Management
- Light Truck Expertise
- Certified Information
- Workplace Safety
- Task Coordination
- Technical Training

PROFESSIONAL AFFILIATIONS

- Active member of the Ohio Automotive Technicians Association.
- Volunteer with local community car care workshops aimed at educating citizens on basic vehicle maintenance.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST