

Jesus Alvarez

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SKILLS

- ASE G1 certification and 609 A/C certification
- Service Shop Procedures
- Word, Excel, PowerPoint
- Bookkeeping
- Responsible
- Sales Experience
- Bilingual
- Can follow orders

Seeking to get all ASE certifications soon

EDUCATION

Lincoln Tech, Denver, CO

August 2017 - April, 2018

Automotive Technology

- Worked Part-time at Goodyear while attending.

Missouri Military Academy, Mexico, Missouri

September 2008 - December 2011

High School

WORK EXPERIENCE

Good-Year

Denver, CO

April, 2018 - May, 2019

General Service Technician

- Fluids and filters/Tires/General Maintenance Inspections/Brakes/ Accessory belts/ Flushes.
- Diagnosing and fixing of things such as battery, starters, A/C malfunctions, Cylinder Compression test/ Coolant pressure test. Electrical malfunctions/ Blown fuses/ window motors/light bulbs
- I have all the tools needed for listed jobs.
- Work alone with no supervision and finish work before appointment due time.
- Take pride in my work. I rather take longer but get it done the first time.

Mexhass

Denver, CO

September, 2013 - August 2017

Sales

- Courteously greeted customers and efficiently process transactions within busy, fast-paced retail environments.

- Operated cash register, scanners and computers to itemize and total customer purchases; collected payments and made changes for cash transactions; balanced drawer at the end of each shift.
- Assisted with store stocking, floor-sets and opening/closing procedures.
- Placed special orders to call other stores to find desired items.
- Recommended, selected, and helped locate or obtain merchandise to customers.
- Responded to service inquiries and coordinates resolutions with management and floor associates.