



# CHARLOTTE HARRIS

Junior Shop Mechanic

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## PROFESSIONAL SUMMARY

Enthusiastic Junior Shop Mechanic with 2 years of practical experience in equipment repair and maintenance. Skilled in troubleshooting mechanical and electrical systems while adhering to safety protocols. Passionate about enhancing operational efficiency and delivering exceptional service in a collaborative environment.

## WORK EXPERIENCE

### Junior Shop Mechanic

WidgetWorks Inc.

📅 Apr / 2024-Ongoing

📍 Denver, CO

1. Conducted thorough inspections and performed repairs on various equipment, ensuring optimal functionality.
2. Executed minor electrical troubleshooting and repairs to maintain operational efficiency.
3. Maintained and organized hand tools and equipment to streamline repair processes.
4. Applied trade practices in the upkeep of shop facilities and utilities.
5. Repaired a variety of equipment, including forklifts and hydraulic lifts, ensuring compliance with safety standards.
6. Utilized hand and power tools for effective repairs on a fleet of vehicles, enhancing overall performance.
7. Performed regular preventative maintenance following established protocols to minimize equipment failure.

### Shop Mechanic

Cactus Creek Solutions

📅 Apr / 2023-Apr / 2024

📍 Phoenix, AZ

1. Operated cranes and hoists for equipment handling while adhering to safety regulations.
2. Worked in a repair shop focusing on trailer damage assessment and repairs.
3. Conducted full repairs on damaged trailers, ensuring quality workmanship.
4. Utilized welding and fabrication skills to restore equipment functionality.

## EDUCATION

### Associate of Applied Science in Automotive Technology

Tech Valley Community College

📅 Apr / 2022 - Apr / 2023

📍 Toronto, ON

Gained hands-on experience in automotive repair and maintenance, focusing on both mechanical and electrical systems.

## SKILLS

Parts Inventory Control



Technical Troubleshooting



Time Management



Shop Organization



Team Collaboration



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

## LANGUAGES



English



Dutch



Swahili

## ACHIEVEMENTS

★ Reduced equipment downtime by 20% through effective troubleshooting and repairs.

★ Successfully managed inventory to ensure timely availability of parts, resulting in improved repair turnaround.