

# VINCENT NEIL S. CATA CUTAN

+639555335261/vincentneilcatacutan@gmail.com

October 12, 2022

Automotive industry

RE: Automotive Technician

Dear Hiring Manager

As an experienced Automotive Technician, the advertisement for Automotive Technician with [Target Company] sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to [Target Company]. In my Automotive Technician role, I honed my abilities in reporting and documentation and preventive and reparative maintenance, providing a firm foundation for the Automotive Technician position. My problem-solving, people-centric nature, and compassion have afforded me excellent observation skills. I am excited to contribute my talents and proficiency in critical thinking toward your team efforts. As an engaging communicator with a proven track record in vehicle inspection, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Automotive Technician role. Thank you for your time and consideration of my candidacy.

Sincerely,  
VINCENT NEIL S. CATA CUTAN

# VINCENT NEIL SIMON CATA CUTAN

Zone 1, Bodega, Floridablanca, Pampanga,  
Philippines 2006

Contact Number: +63-955-533-5261

E-mail Address: [vincentneilcatacutan@gmail.com](mailto:vincentneilcatacutan@gmail.com)



## CAREER OBJECTIVES:

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

## WORK EXPERIENCES:

**Company** : K2M TIRE CENTER

**Position** : Automotive Technician

**Date** : August 01, 2022 - Present

**Location** : Jasa Road, Santa Catalina, Lubao, Pampanga, Philippines

## **Duties and Responsibilities:**

- Performs Periodic Maintenance Service or PMS
- Diagnoses, Repairs, Completes Accepted Services on the Customer's Vehicle.
- Adjusts, Repairs and Replaces Parts and Components of Automotive Systems.
- Tests and Adjusts Repaired Systems to Manufacturer's Specifications, Inspects and Tests Mechanical Unit.
- Engine Repair and Overhauling, Clutch and Brake Repair and Power Steering Pump Repair.
- Manual and Automatic Transmission Repair and Overhauling.
- Suspension Repair (Shock Absorber, Stabilizer Bushing and Links).
- Diagnoses Auto Electrical / AC Faults.
- Wheel balancing and tire mounting.
- Maintains a Clean, Safe Working Environment.
- Produces Legible and Accurate Paperwork Reflecting Work Performed.
- Possesses a Valid State Driver's License for Conducting Test Drives.

**Company** : LE MANS STELLAR MITSUBISHI MOTOR CORPORATION  
(CAR DEALERSHIP)

**Position** : Automotive Technician

**Date** : July 06, 2018 – February 26, 2021

**Location** : Friendship, Angeles City, Pampanga, Philippines

**Duties and Responsibilities:**

- Performs Periodic Maintenance Service or PMS
- Diagnoses, Repairs, Completes Accepted Services on the Customer's Vehicle.
- Adjusts, Repairs and Replaces Parts and Components of Automotive Systems.
- Tests and Adjusts Repaired Systems to Manufacturer's Specifications, Inspects and Tests Mechanical Unit.
- Engine Repair and Overhauling, Clutch and Brake Repair and Power Steering Pump Repair.
- Manual and Automatic Transmission Repair and Overhauling.
- Suspension Repair (Shock Absorber, Stabilizer Bushing and Links).
- Diagnoses Auto Electrical / AC Faults.
- Wheel Alignment, Balancing and Tire Mounting.
- Maintains a Clean, Safe Working Environment.
- Produces Legible and Accurate Paperwork Reflecting Work Performed.
- Possesses a Valid State Driver's License for Conducting Test Drives.

**Troubleshooting / Repairs Performed**

- Check EPS warning light on
- Check Engine Warning Lights On
- Check Engine Jerking / Misfiring
- Check Airbag Warning Lights On
- Check ABS Warning Lights On
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**LIST OF MATERIALS/TOOLS/EQUIPMENT USED:**

- (Hofman Brand) Lifter, Tire Balancing, Tire Mounting, Wheel alignment
- (Toptul) Set of Socket, Wrench, Set of Box and Open Wrench, Set of Pliers, Set of Philip and Srew Drivers, Vernier Calipers, Feeler Gauge, Micrometer, Dial Indicator, Test Light, Multimeter
- Power Tools Impact Drive, Diagnostic Scanner Tools

**CORE SKILLS AND COMPETENCIES:**

- Works well under pressure as part of a team
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Physical fitness level that will allow for quick movement, climbing, bending, and lifting heavy loads

**PERSONAL DATA:**

Age : 26 Years Old  
Date of Birth : February 09, 1996  
Place of Birth : Lubao, Pampanga, Philippines  
Nationality : Filipino  
Civil Status : Single  
Religion : Roman Catholic  
Height : 5'8"  
Weight : 140 lbs  
Sex : Male  
Languages Spoken : Kapampangan, Filipino, and English  
Passport Number : P7923943A  
Expiry Date : July 12, 2028

**EDUCATIONAL ATTAINMENT:**

**Tertiary :** **Don Honorio Ventura State University**  
Bacolor, Pampanga, Philippines  
**Course: Bachelor of Science in Industrial Technology**  
**Major in Automotive**  
Year Graduated: 2018

**Secondary :** **Gutad National High School**  
Gutad, Floridablanca, Pampanga, Philippines  
Year Graduated: 2012

**Elementary :** **Bodega Elementary School**  
Bodega, Floridablanca, Pampanga, Philippines  
Year Graduated: 2008

**SEMINARS / TRAININGS ATTENDED:**

- **MSTEP II Power Train**  
Course Code: 4631-A22122M000  
Address: MMPC, No. 1, Auto Park Avenue, Automototive Park, Greenfield Don Jose, Santa Rosa City, Laguna, Philippines
- **MSTEP II Petrol Engine**  
Course Code: 4535 - A2P11AG00  
Address: MMPC, No. 1, Auto Park Avenue, Automototive Park, Greenfield Don Jose, Santa Rosa City, Laguna, Philippines

- MSTEP II - MPI  
Course Code: 4443 – A2013AMD12  
Address: MMPC, No. 1, Auto Park Avenue, Automototive Park, Greenfield Don Jose, Santa Rosa City, Laguna, Philippines
- MSTEP II – Electrical Course  
Course Code: 4366 – A20540ELEC  
Address: MMPC, No. 1, Auto Park Avenue, Automototive Park, Greenfield Don Jose, Santa Rosa City, Laguna, Philippines
- MSTEP II – Jr. Technician  
Course Code: 4366 – A20540ELEC  
Address: MMPC, No. 1, Auto Park Avenue, Automototive Park, Greenfield Don Jose, Santa Rosa City, Laguna, Philippines
- Automotive Servicing NC I  
Address: TESDA – Gonzalo Puyat School of Arts and Trades
- Automotive Servicing NC II  
Address: Don Honorio Ventura State University, Bacolor, Pampanga, Philippines
- Internship at Isuzu – INTECO Group of Isuzu Dealership  
Address: Isuzu Pampanga, City of San Fernando, Pampanga, Philippines

**ACHIEVEMENTS:**

- ❖ Outstanding Service Technician MQS – 2018

**CHARACTER REFERENCES:**

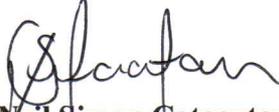
**Mr. Danny C. Montemayor**

Owner / Manager

K2M Tire Center

Mobile Number: +63-917-707-453

***I hereby certify that above information are true and correct to the best of my knowledge and belief.***

  
**Vincent Neil Simon Catacutan**  
Applicant's Name over Signature