

# Adrian Almonte. Reyes

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## PROFESSIONAL SUMMARY

Pursuing opportunity to which will allow me to grow professionally. Seeking for a challenging opportunity where I can be able to utilize my organizational skills.

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## PROFESSIONAL EXPERIENCE

### PUMA Autobacs Toyama, Japan

May 2023 - Present

#### Auto Mechanic

##### Maintenance

Perform routine maintenance, such as changing oil, checking fluid levels, rotating tires, replacing fluids, and lubricating parts

##### Repairs

Repair or replace worn parts, such as brake pads, wheel bearings, and sensors

##### Diagnosis

Diagnose issues accurately and in a timely manner, including mechanical issues with the engine, transmission, and electrical systems

##### Inspections

Conduct regular inspections to identify potential problems and ensure compliance with safety standards

##### Communication

Explain procedures to customers and automotive problems and repairs to clients

##### Organization

Keep workspaces clean and organized, and maintain equipment and tools in good condition

##### Records

Keep accurate records of all maintenance and repairs performed

##### Coordination

Coordinate with other team members to prioritize and complete work orders in a timely manner

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## EDUCATION AND CERTIFICATIONS

### Perpetual Help System Dalta-Molino Campus

Quick Auto Service Training Program

S.Y 2022-2023

### Tesda

Automotive Servicing NC II

May 2023

### AMA Computer Learning Center

Computer Hardware Servicing

S.Y 2012-2015

### Tesda

Computer Hardware Servicing NC II

April 2015

### Los Banos National Highschool

S.Y 2006-2010

### Mayondon Elementary School

S.Y 2000-2006

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## SKILLS

- Skilled written and verbal communicator.
- Comprehensive knowledge of domestic and imported cars.
- Excellent proficiency using diagnostic computer systems and invoicing software.
- Outstanding customer care and commitment to providing high-quality service.