

Alexei Alvarez

☎ (818) 555-6724 ✉ alexei.alvarez@example.com 💼 linkedin.com/example/alexeialvarez 📍 Glendale, CA 91205

SUMMARY

Early career auto service candidate with supervised training in dealership lot operations, **vehicle movement**, customer handoffs, cleanliness, documentation, and safety procedures. Holds an unrestricted **California driver's license** and **clean driving record**, with practice operating automatic and standard transmission vehicles in tight spaces. Completed hands on simulations involving staging, protective seat, steering wheel, and floor coverings, **identification tags**, basic gas, oil, and water checks, vehicle washing, and service record completion. Community parking work strengthened courteous communication, organization, teamwork, and calm decision making during busy arrival periods. Comfortable with basic computer and internet tools, written checklists, independent assignments, and changing priorities. Bilingual English and Spanish communication supports respectful customer service and dependable coordination across service areas.

EDUCATION

High School Diploma
Glendale High School GPA: 4.0
Coursework: Vehicle care, safety procedures, customer service, basic computer skills

2026
Glendale, CA

TECHNICAL SKILLS

- **Vehicle Operations:** Automatic transmissions, Standard transmissions, Tight space maneuvering
- **Vehicle Preparation:** Seat coverings, Steering wheel coverings, Floor coverings
- **Vehicle Care:** Gas checks, Oil checks, Water checks
- **Cleaning Operations:** Vehicle washing, Floor cleaning, Window cleaning
- **Lot Operations:** Vehicle staging, Service area routing, Parking management
- **Safety Practices:** Pre movement checks, Pedestrian awareness, Debris removal
- **Documentation Tools:** Service records, Checklists, Vehicle identifiers
- **Computer Tools:** Spreadsheets, Internet tools, Digital schedules
- **Customer Service:** Customer handoffs, Transportation support, Location directions
- **Communication Methods:** Written communication, Verbal communication, Bilingual English Spanish
- **Work Organization:** Multitasking, Independent work, Task prioritization
- **Facility Care:** Driveway cleaning, Shop area cleaning, Supply organization

SKILLS

- | | | | |
|---------------------------|------------------------|-------------------------|---------------------------|
| • Customer service | • Protective coverings | • Safety procedures | • Multitasking |
| • Safe vehicle movement | • Basic fluid checks | • Service documentation | • Teamwork |
| • Tight space maneuvering | • Vehicle washing | • Computer skills | • Bilingual communication |
| • Vehicle staging | • Lot cleanliness | • Internet skills | |

EXPERIENCE

Student Lab, Auto Service Lot Operations Simulation
Student Lab

January 2026 - May 2026
Glendale, CA

Completed supervised automotive service simulations covering vehicle routing, intake preparation, customer handoffs, cleanliness, fluid checks, documentation, and safe lot operations.

- Moved vehicles between staging, service, pickup, and parking areas using safe routing practices.
- Applied seat, steering wheel, and **floor coverings** with **identification tags** during mock intake.
- Checked **gas**, oil, and **water** levels under supervision, then recorded findings accurately.
- Washed training vehicles and reviewed presentation against a standardized completion checklist.
- Practiced customer pickup and delivery scenarios with courteous **communication** and controlled driving.
- Presented a workflow covering safety controls, vehicle routing, documentation, and customer handoffs.

Course Project, Vehicle Care and Safety Project
Course Project

September 2025 - December 2025
Glendale, CA

Built practical vehicle care habits through supervised driving, hazard review, cleaning rotations, spreadsheet records, and safe work area **organization**.

- Created a vehicle care checklist covering fluids, coverings, key control, and movement checks.
- Practiced manual transmission starts, reversing, and low speed parking in a training area.
- Reviewed hazards involving pedestrians, tight clearances, debris, and changing vehicle flow.

- Recorded mock vehicle movements and condition observations in a spreadsheet with timestamps.
- Completed cleaning rotations for windows, floors, work areas, and equipment storage.
- Received positive instructor feedback for attendance, procedure following, and calm **problem solving**.

Community Service Project, Customer Service and Event Parking Volunteer

March 2025 - August 2025

Community Service Project

Glendale, CA

Supported supervised community parking operations through courteous directions, area inspections, schedule updates, cleanup, and dependable coordination during busy events.

- Directed arriving drivers toward assigned spaces while maintaining orderly pedestrian flow.
- Greeted attendees, answered location questions, and referred unusual requests to coordinators.
- Used printed maps and digital schedules to communicate parking assignment changes.
- Inspected assigned areas for debris and obstructions before opening and during transitions.
- Completed event cleanup and supply returns, leaving staging areas ready for facility staff.
- Balanced several short assignments during busy arrivals while following coordinator instructions.

PROJECTS

Service Lot Readiness Workflow 📅 2026

Created a supervised workflow linking vehicle intake, protective coverings, identification tags, fluid checks, cleaning, documentation, and customer handoff practices.

Safe Vehicle Movement Practice 📅 2025

Applied controlled driving methods for automatic and standard transmission vehicles, tight spaces, pedestrian awareness, staging, and secure vehicle placement.

LEADERSHIP & AWARDS

- Dean's Recognition for Career Technical Education, 2026
- Outstanding Automotive Fundamentals Project, 2026

CERTIFICATIONS

- Unrestricted California Driver's License 📅 2026
- California Online Driver Safety Course 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Safety Demonstration Volunteer, Automotive Fundamentals Program
- Community Event Parking Volunteer Team

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST