



Kenneth Ng

Fleet Automotive Electrical Systems Technician

📞 (214) 555-1234 ✉ kenneth.ng@example.com

🌐 linkedin.com/in/kenneth-ng 📍 Dallas, TX 75201

STRENGTHS

- 💡 **Problem-Solving Skills**
Actively resolve electrical issues in fleet vehicles, successfully implementing solutions on tight deadlines.
- 👥 **Team Collaboration**
Consistently work alongside maintenance teams to improve response to urgent repair needs, contributing to operational efficiency.
- 💬 **Strong Communication**
Convey technical concepts clearly to team members, fostering better understanding in collaborative environments.
- ✓ **Attention to Detail**
Maintain high standards in documentation of repairs and part usage, paving way for accurate service records.
- 🔄 **Adaptability**
Quickly adjust to working conditions across different environments, ensuring continued effectiveness despite changes.

SKILLS

Automotive Electrical Systems

Troubleshooting Wiring Diagrams

Preventative Maintenance

Team Collaboration

Documentation Time Management

Circuit Testing Emergency Lighting

Installation Techniques

Problem Solving

Maintenance Strategies

Safety Regulations

Electronic Equipment

SUMMARY

Detail-oriented technician specializing in fleet automotive electrical systems with over 4 years of hands-on experience. Skilled in troubleshooting and repairing complex electrical issues, one area being thorough installations of emergency lighting and communication equipment. Known for maintaining high safety standards while documenting repairs meticulously. Demonstrated ability to collaborate effectively with maintenance teams, resulting in improved fleet operational efficiency. Always eager to embrace new challenges and prioritize urgent repair needs to enhance fleet availability. Looking forward to applying expertise within ProFleet Solutions.

EXPERIENCE

Fleet Electrical Systems Specialist

AutoTech Fleet Services 📅 June 2024 - Present 📍 Dallas, TX

Overseeing the installation and repair of vehicle electrical systems while ensuring adherence to safety regulations and operational standards. Assist in the development of preventative maintenance processes.

- Install and troubleshoot 12-volt electrical systems in diverse fleet vehicles, ensuring superior safety compliance.
- Collaborate closely with maintenance teams to prioritize repair demands, enhancing fleet availability.
- Perform routine preventative maintenance and inspections on vehicle electrical systems, thus boosting reliability.
- Read wiring diagrams, executing installations of emergency lighting, radios, sirens, complying with manufacturer guidelines.
- Produce comprehensive documentation of all repairs conducted, aiding in precise inventory management.
- Respond swiftly to urgent repair requests, showcasing adept problem-solving skills when under pressure.

Automotive Electrical Technician

Citywide Fleet Maintenance 📅 January 2022 - May 2024 📍 Fort Worth, TX

Tasked with diagnosing and resolving electrical problems while ensuring the installation of critical safety equipment in emergency vehicles. Contributed to team training by imparting knowledge on best practices.

- Diagnosed electrical issues using multimeters and circuit testers, achieving a high success rate in initial resolutions.
- Installed communication equipment and lighting systems in emergency vehicles, significantly enhancing their multi-functional capability.
- Trained new technicians on effective wiring practices and electrical diagnostics, leading to marked improvements in overall team performance.
- Ensured organization and cleanliness of the workspace, fostering a conducive atmosphere for staff efficiency.
- Developed and implemented an efficient preventative maintenance schedule that curtailed emergency repairs considerably.
- Supported the design initiatives of custom wiring harnesses for specialized modifications, improving client satisfaction rates.

Electrical Technician Intern

Metro Transit Services 📅 June 2021 - December 2021 📍 Arlington, TX

Provided support to senior technicians for the installation and repair of electrical systems across fleet vehicles, gaining valuable practical experience in a team-oriented setting.

Technical Training

Command Radios

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Fleet Electrical Systems Specialist at AutoTech Fleet Services (2.2 Years)

● Automotive Electrical Technician at Citywide Fleet Maintenance (2.3 Years)

● Electrical Technician Intern at Metro Transit Services (6 Months)

- Assisted in reading wiring diagrams to complete the installation of lighting and siren system assemblies.
- Performed routine inspections on vehicle electrical systems, proactively recognizing issues before they progressed.
- Documented repairs and maintenance details exhaustively, ensuring service records accuracy.
- Participated actively in team meetings, discussing project developments and sharing insights regarding electrical troubleshooting.
- Engaged in extensive safety training sessions, reinforcing workplace safety protocols and compliance standards.

LEADERSHIP & AWARDS

- Dean's List - Dallas Community College - 2025
- National Institute for Automotive Service Excellence Certification - 2026

EDUCATION

Diploma in Automotive Technology

Dallas Community College 🎓 GPA: 3.8 📅 2026 📍 Dallas, TX

Coursework: *Electrical Systems, Diagnostics, Preventative Maintenance, Safety Standards*

CERTIFICATIONS

- Automotive Electrical Systems Certification 📅 2026
- Safety Compliance Training Certification 📅 2025

TECHNICAL SKILLS

- **Electrical Systems:** 12-volt systems, Wiring Diagrams, Circuit Testers, Multimeters
- **Maintenance Tools:** Hand Tools, Power Tools, Diagnostic Equipment
- **Safety Practices:** Personal Protective Equipment, Compliance Protocols, Safety Regulations
- **Communication Systems:** Radios, Sirens, Inverters, Emergency Lighting
- **Documentation Software:** MS Word, Excel, Inventory Management Systems
- **Preventative Maintenance:** SOP Development, Inspection Checklists, Maintenance Scheduling
- **Training & Development:** Onboarding, Skill Development, Knowledge Sharing
- **Environmental Conditions:** Cold Weather Gear, Heat Stress Management, Worksite Preparation
- **Vehicle Modifications:** Custom Wiring Harnesses, Specialty Installments, Client Specifications
- **Testing Equipment:** Voltmeters, Oscilloscopes, Load Testers

PROFESSIONAL AFFILIATIONS

- Automotive Tech Students Association, Member
- Texas Electricians Association, Active Volunteer

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST