

Zayden Fitzgerald

📞 (714) 555-2638 ✉️ zayden.fitzgerald@example.com 🔗 linkedin.com/example/zaydenfitzgerald 📍 Fullerton, CA 92831

SUMMARY

Early career **automotive parts** driver candidate with supervised route practice, automotive coursework, and customer facing service experience. Holds a valid unrestricted **California Class C driver's license** with a clean driving record and can operate **automatic and standard transmission vehicles**. Training covers local pickup and delivery, route planning, distribution logs, parts identification, asset protection, vehicle cleanliness, fluid checks, tire pressure checks, and **basic mechanical maintenance**. Hands on lab work developed safe maneuvering skills in compact parking and loading areas, plus careful lifting and secure handling of automotive components. Coursework and bookstore experience strengthened communication with customers, vendors, instructors, and peers. Ready for independent work, accurate handoffs, safe vehicle care, and dependable support for daily parts operations.

EDUCATION

Certificate in Automotive Technology	2026
Fullerton College GPA: 4.0	Fullerton, California
<i>Coursework: Vehicle safety inspections, basic mechanical maintenance, parts identification, route planning</i>	
High School Diploma	2024
Troy High School GPA: 4.0	Fullerton, California
<i>Coursework: Communication, applied mathematics, workplace safety, physical education</i>	

TECHNICAL SKILLS

- **Driver Licensing:** California Class C license, clean DMV record, traffic law compliance
- **Vehicle Operation:** Automatic vehicles, standard transmission vehicles, local route driving
- **Vehicle Maintenance:** Fluid level checks, tire pressure checks, vehicle cleanliness
- **Safety Inspection:** Pre trip checks, vehicle walkarounds, visible damage review
- **Parts Logistics:** Parts pickup, parts delivery, secure handoffs
- **Tracking Records:** Distribution logs, delivery tracking, pickup records
- **Parts Handling:** Parts identification, work order matching, merchandise protection
- **Customer Service:** Customer communication, vendor communication, client satisfaction
- **Material Handling:** Safe lifting, bending, kneeling, squatting
- **Workplace Safety:** Safety procedures, security procedures, applicable codes
- **Route Operations:** Route planning, parking area maneuvering, tight space maneuvering
- **Inventory Movement:** Receiving, storage transfers, service bay staging

SKILLS

- | | | | |
|-----------------------------|--------------------------------|---------------------|---------------------|
| • Safe Local Driving | • Vehicle Safety Checks | • Parts Handling | • Delivery Tracking |
| • Parts Pickup and Delivery | • Fluid Level Checks | • Asset Protection | • Independent Work |
| • Customer Service | • Tire Pressure | • Route Planning | • Teamwork |
| • Vendor Communication | • Basic Mechanical Maintenance | • Distribution Logs | |

EXPERIENCE

Student Parts Logistics Driver, Automotive Technology Capstone Project	January 2026 - May 2026
Fullerton College	Fullerton, California
Supported supervised automotive parts movement for capstone repair assignments, coordinating local routes, vehicle checks, delivery records, secure handoffs, and instructor reviewed logistics. Worked independently during assigned runs while keeping project teams supplied and repair bays ready.	
• Planned supervised routes between campus facilities and approved partners, keeping capstone parts available for repair assignments. • Operated automatic and standard transmission vehicles through controlled routes, compact parking areas, and loading spaces. • Maintained distribution logs with destinations, item descriptions, pickup status, delivery confirmation, and return activity. • Secured transported components before departure, then matched each handoff against work orders for asset accountability. • Checked fluid levels, tire pressure, cleanliness, and safety conditions before scheduled runs for instructor review. • Presented logistics workflow to classmates, linking safe driving, accurate records, and timely parts movement with bay readiness.	
Automotive Service and Parts Lab Technician	August 2025 - December 2025
Student Lab	Fullerton, California

Supported supervised automotive lab operations by staging parts and supplies, checking vehicle condition, documenting inventory movement, and applying shop **safety procedures**. Helped student teams maintain orderly service exercises through clear communication and dependable material handling.

- Staged **automotive parts**, tools, and consumables for supervised brake, fluid, tire, and inspection exercises.
- Matched received components with work orders, checking labels and condition before storage or bay placement.
- Completed vehicle walkarounds covering fluid levels, **tire pressure**, visible damage, cleanliness, and general safety.
- Recorded parts issued, returned, or transferred between storage and training bays using paper and digital logs.
- Moved heavier components with **safe lifting**, bending, kneeling, and material handling techniques during lab sessions.
- Resolved missing item questions with instructors and student teams, keeping scheduled service exercises supplied.

Part Time Stock and Customer Service Associate

September 2024 - July 2025

Campus Bookstore

Fullerton, California

Handled merchandise receiving, internal transfers, customer pickups, stockroom organization, and service questions in a busy campus bookstore. Balanced independent assignments with coworker coordination while protecting inventory, maintaining clean work areas, and documenting completed handoffs.

- Received **merchandise** at delivery points, verified quantities and condition, then routed items to assigned locations.
- Maintained transfer and pickup records for reserved merchandise, giving **customers** clear status updates and confirmations.
- Moved boxed inventory through narrow spaces with carts and safe lifting practices, protecting products and fixtures.
- Kept storage and work areas clean and orderly during busy receiving periods and campus events.
- Answered routine customer questions with courteous communication, escalating exceptions through appropriate service channels.
- Completed stocking and pickup assignments **independently** while coordinating daily priorities with coworkers.

PROJECTS

Automotive Parts Route and Accountability Workflow 📅 2026

Created a supervised capstone workflow connecting route planning, vehicle checks, secure parts handling, distribution logs, and confirmed handoffs. Work showed how accurate records and safe local movement support repair bay readiness.

LEADERSHIP & AWARDS

- Automotive Technology Capstone Recognition, Fullerton College, 2026
- Dean's List, Fullerton College, 2025
- Automotive Lab Peer Safety Volunteer, Fullerton College, 2025 to 2026

CERTIFICATIONS

- California Class C Driver's License 📅 2026
- Automotive Safety and Maintenance Fundamentals Certificate 📅 2026

PROFESSIONAL AFFILIATIONS

- Automotive Lab Peer Safety Volunteer, Fullerton College, 2025 to 2026
- Campus Community Service Day Logistics Volunteer, Fullerton College, 2025

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST