

Thomas Short

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SUMMARY

Early career automotive operations candidate with supervised practice in vehicle movement, delivery preparation, lot organization, **customer transportation**, documentation review, and safety procedures. Training covers manual and automatic transmission vehicles, controlled maneuvering in confined spaces, exterior washing, interior cleaning, fuel verification, basic oil and water checks, and vehicle presentation. Customer service simulations built clear written and verbal communication, calm problem solving, route planning, and respectful handoffs. Academic work also included digital tracking, checklist completion, documentation accuracy, and coordination across team roles. Holds an unrestricted **California driver's license** with a **clean driving record** and a **high school diploma**. Dependable work habits support independent execution after instruction, organized customer facing spaces, and steady service during busy automotive operations.

EDUCATION

High School Diploma

John Muir High School GPA: 3.5

2025

Pasadena, CA

***Coursework:** Automotive operations, vehicle safety, customer service, workplace communication*

TECHNICAL SKILLS

- **Vehicle Operations:** Vehicle staging, vehicle delivery, dealer trade transportation
- **Vehicle Care:** Exterior washing, interior cleaning, fuel checks
- **Fluid Checks:** Oil checks, water checks, basic service checks
- **Transmission Skills:** Manual transmission, automatic transmission, clutch control
- **Lot Maintenance:** Driveways, sidewalks, windows, doors
- **Safety Practices:** Pre movement checks, pedestrian safety, confined space driving
- **Documentation Systems:** Delivery records, transaction records, inspection worksheets
- **Customer Transportation:** Pickup routes, drop off routes, trip logs
- **Computer Tools:** Spreadsheets, digital forms, internet tools
- **Communication Methods:** Customer notes, internal handoffs, verbal communication
- **Cleaning Equipment:** Cleaning supplies, wash materials, floor care
- **Driving Requirements:** California driver's license, clean driving record, safe driving

SKILLS

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|---------------------------|---------------------------|------------------------|-------------------------|
| • Vehicle Movement | • Vehicle Cleaning | • Documentation Review | • Teamwork |
| • Manual Transmissions | • Basic Fluid Checks | • Safety Procedures | • Written Communication |
| • Automatic Transmissions | • Lot Organization | • Customer Service | • Basic Computer Skills |
| • Tight Space Maneuvering | • Customer Transportation | • Problem Solving | |

EXPERIENCE

Automotive Lot Operations Project

Course Project

January 2026 - May 2026

Pasadena, CA

Completed supervised automotive operations work covering vehicle staging, delivery preparation, lot upkeep, customer service workflows, documentation, and safety practices for a simulated sales environment.

- Staged vehicles for simulated sales delivery using checklists and controlled movement through marked lot areas.
- Practiced manual and **automatic transmission** handling through confined courses with instructor feedback on safe positioning.
- Prepared vehicles through **washing**, interior **cleaning**, fuel checks, and basic oil and water inspections.
- Created upkeep routines for **driveways**, **sidewalks**, windows, doors, floors, debris, and customer access areas.
- Reviewed dealer trade and delivery records, correcting missing fields before simulated vehicle release.
- Presented **safety procedures** and customer handoff steps to classmates and instructors during final project review.

Vehicle Safety and Maneuvering Lab

Student Lab

September 2025 - December 2025

Pasadena, CA

Completed supervised driving lab practice focused on low speed control, parking accuracy, reversing, narrow lane navigation, safety checks, and orderly shared work areas.

- Controlled manual and automatic vehicles through narrow lanes using documented pre movement safety checks.
- Improved parking accuracy through repeated reversing drills, instructor feedback, and careful clearance checks.
- Recorded visible vehicle condition issues on inspection worksheets before and after driving exercises.
- Stopped and reassessed vehicle position during changing course conditions involving clearance and pedestrian safety.
- Maintained orderly lab bays by returning materials, clearing travel paths, and preparing shared spaces.
- Entered exercise results in digital forms and reviewed feedback with instructors to improve independent execution.

Customer Service and Operations Simulation
University Project

February 2025 - May 2025
Pasadena, CA

Completed a supervised team simulation covering customer greetings, transportation requests, route planning, service coordination, written handoffs, scheduling, and basic operational tracking.

- Greeted simulated customers and clarified transportation needs through courteous, direct service conversations.
- Planned pickup and drop off scenarios using route exercises and written trip logs for accurate handoffs.
- Resolved scheduling conflicts by prioritizing requests and escalating unusual issues to the project instructor.
- Built a spreadsheet tracking vehicle status, requested movements, cleaning completion, and documentation checks.
- Drafted concise customer notes and internal messages that preserved details between project shifts.
- Earned strong instructor feedback for punctuality, composure, **teamwork**, and customer facing consistency.

PROJECTS

Automotive Readiness Checklist System 📅 2026

Created a classroom checklist system for vehicle cleaning, fluid checks, documentation review, staging, and customer delivery preparation.

Customer Transportation Route Tracker 📅 2025

Built a supervised spreadsheet tracker for customer transportation requests, route planning, vehicle status, and service handoffs.

LEADERSHIP & AWARDS

- Career Technical Education Achievement Recognition, 2025
- Perfect Attendance Recognition, 2025
- Automotive Operations Project Excellence, 2026

CERTIFICATIONS

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

PROFESSIONAL AFFILIATIONS

- Peer Safety Checklist Coordinator, Vehicle Safety and Maneuvering Lab
- Student Volunteer, Campus Community Service Days
- Project Team Scheduler, Customer Service and Operations Simulation

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST