

# Austin Barnes

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## **SUMMARY:**

A motivated, organized, and detail oriented professional with several years of experience in customer service and automotive service. Not afraid of working hard and overcoming problems that arise from any given situation. Always handling matters in a professional and thorough manner to ensure whatever the task might be, it is completed correctly the first time.

## **WORK EXPERIENCE:**

### **Automotive Technician**

Lussier's Auto Body & Repairs, Halfmoon, NY     **2015 – present**

- Perform wide range of repairs on all vehicle systems including engine, transmission, rear axle, suspension, steering, four wheel alignment, brakes, electrical, tires, HVAC
- Complete major repair work such as engine replacements, transmission replacements, internal engine work, clutch replacement, etc.
- Report any and all areas of concern to service manager to discuss with customer about current repairs and future concerns
- Maintain a clean bay and shop
- Perform thorough New York State Inspections
- Diagnose and repair wide variety of vehicle makes and models
- Test drive vehicles before and after repair to verify repair was complete

### **Automotive Technician**

High Mills Garage, Burnt Hills, NY     **2013 - 2015**

- Perform all preventative and basic maintenance to customer vehicles including diesel equipped vehicles
- Maintain a clean bay and work area
- Thoroughly conduct New York State Inspections
- Diagnose and repair all vehicle systems including engine, transmission, axle, suspension, steering, brakes, tires, electrical, HVAC

- Report all areas of concern on the vehicle for manager to discuss with customer
- Perform tasks around the shop during down time
- Occasionally deliver/pick up customer vehicles
- Test drive vehicles before and after repair to ensure problem was fixed
- Exposed to wide variety of vehicle makes and models

**Customer Service Associate**

Dunkin Donuts, Scotia, NY

**2011-2013**

- Maintain an accurate cash drawer
- Work efficiently and accurately in a fast paced, hectic environment
- Prep store for next day/next shift
- Take and/prepare multiple customer orders at one time
- Handle all customer questions and complaints with professionalism
- Maintain records of store cleanliness and inventory

**Customer Service Associate**

Kmart, Clifton Park, NY

**2009-2011**

- Assist customers with any questions or problems
- Maintain an accurate cash drawer ▪ Handle various forms of payment
- Construct displays of products
- Stock and organize products on shelves

**EDUCATION:**

Hudson Valley Community College- Associates Degree in Automotive Technology, **2013**

Schenectady County Community College- Associates Degree in Business Administration, **Present**