

Clayton Carrillo
Newark, CA

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An independent and self-motivated automobile enthusiast with great skills when it comes to working with teams, working with vehicles and mechanical work, and working with technology. I have plenty of patience, am quick to learn, and have significant communication/ customer service skills. Pursuing a role to expand personal skills, professional skills, and experience.

Experiences

Certified Technician, Swickard Lexus of Fremont - Fremont, CA

07/2022-Current

- I performed essential services of a Lexus certified technician duties of multi-point inspections, oil changes, tire rotations, performing alignments, changing tires and wheels, replacing TPMS systems and sensors, charging diagnostics, brake services, and fluid exchanges. This was through the use of performing work-specified repair orders with efficiency under dealership policies.
- I would diagnose, maintain, and repair vehicle automotive systems and communicate directly with the Service Advisor, Foreman, and Service Management

Lube Technician, Magnussen's Toyota of Palo Alto - Palo Alto, CA

03/2022-07/2022

- I performed basic lube technician duties of multi-point inspections, oil changes, tire rotations, and perform work-specified repair orders with efficiency under dealership policies.
- I would diagnose, maintain, and repair vehicle automotive systems and communicate directly with the Service Advisor, Foreman, and Service Management

Certified Technician, Valvoline Instant Oil Change - Mountain View, CA

7/2021-03/2022

- Essential maintenance performed on vehicles including, oil changes, transmission fluid changes/ flushes, coolant flushes, tire rotations, serpentine belt changes, power steering flushes, direct overhead inspections, oil evacuation, differential/ gear oil changes, etc.
- Helped restock inventory and would notify management if the stock was running low
- Assisted with daily paperwork, help organize and clean the store, talked directly with customers about the best options for their vehicles, and assisted with other customer needs.

Security Guard, Security Industry Specialists - Santa Clara, CA

02/2021-06/2021

- Secured perimeters and would make sure each person entering certain areas had the correct credentials
- Direct communication with customers, representatives, and higher management

Cashier, Baker, Nox Cookie Bar - San Jose, CA

08/ 2020 - 02/2021

- Baked cookies, greeted and cashiered customers, would make an array of different cookies and desserts, and helped prepare delivery orders.

Delivery Driver, Dishwasher, food prep, cashier, Napoli Pizzeria - Vacaville, CA

01/2020-08/2020

- I performed an array of duties which include: delivering pizzas, prepping food, washing dishes, cleaning and wiping down counters, mopping, sweeping, cashiering with handling phones and taking orders, greeting customers, preparing salads and desserts, and taking inventory.

Busser, Host, Caterer, Exposition, Merchant & Main Grill and Bar - Vacaville, CA

09/2018-12/2019

- I performed an array of duties including bussing tables, refilling drinks, handling multiple tasks at once while maintaining a bar and clearing glasses for the bartender, helping take orders, restocking silverware, driving and dropping off prepared foods
- Helped cater small to large events from a guest count of 15-300, would clean with responsibilities in vacuuming, mopping, greeting and seating guests, and delivering food to the table.

Cashier, food prep, dishwasher, Napoli Pizzeria - Vacaville, CA

08/2017-08/2018

- performed an array of duties which include: prepping food, washing dishes, cleaning and wiping down counters, mopping, sweeping, cashiering with handling phones and taking orders, greeting customers, preparing salads and desserts, and taking inventory.

Education

Majoring in Business Administration, Management Information Systems; 2020-2024

San Jose State University, San Jose, CA

GPA:3.97

Expected to graduate: 2024

High School Diploma; 2016-2020

Vanden High School, Fairfield, CA

GPA: 3.83

Skills

Maintenance: Diagnostics, Basic maintenance, maintaining fluids, suspension rebuilding, reupholstery, interior trim change, engine swaps, tire mounting, motor mount changing, brakes, serpentine belt changes, engine refresh with gaskets and other preventative maintenance, basic electrical understanding, clutch changes, and transmission swap skills.

Technological: Some experience with Python, C++, Excel/ Spreadsheets, Access, PeopleSoft, Offices, HTML

Additional Skills: Customer service, patience, collaboration, networking, persuasion, focus, helping others, constructive criticism, business acuity, positive attitude, enthusiasm, safety, oral and written communication skills, on-the-ground security

Licenses and Certifications:

First Aid, CPR, CA Guard Card, CA driver's License

Languages: English, Some Spanish