

Dominic Lee

Levittown, PA 19057

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+1 330 209 0600

Automotive Technician with multiple years in shop experience.

Dependable, hard-working, trustworthy, responsive, respectful

Communicative Supporting Team member with integrity in respect in the workplace. Very motivated, hands on technician.

Fluent in Human Resource

Detail-oriented with great communication and computer skills as well.

Authorized to work in the US for any employer

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Work Experience

City Carrier

United States Postal Service-Akron, OH

April 2023 to Present

Organize mail into individual categories but also deliver mail to customers houses.

Mobile Tire Fleet Manager

Goodyear-Akron-OH

May 2021 to April 2023

Was in charge of the Mobile Tire units across the north east and oversaw more than 100 employees.

I used direct lines of communication to establish clear expectations and understanding to each employee regarding their scheduling and attendance. I ensured proper workloads throughout our company for each individual and established a direct line of communication to me from the entry level employees up through senior management. I was able to establish an effective flow of staffing throughout multiple stores, as well as developed a reporting structure that worked for each employee to discuss concerns about their position, coworkers, or concerns with daily activities, which was not in place beforehand.

District Manager

Verizon-Cleveland, OH

November 2019 to April 2022

District Manager for Verizon

I was in charge of 50 employees and had to use direct lines of communication to establish clear expectations and understanding to each employee regarding their scheduling and attendance. I ensured proper workloads throughout our company for each individual and established a direct line of communication to me from the entry level employees up through senior management. I was able to establish an effective flow of staffing throughout multiple stores, as well as developed a reporting

structure that worked for each employee to discuss concerns about their position, coworkers, or concerns with daily activities, which was not in place beforehand.

Also was in charge of properly securing phone lines, updating call logs, documenting, recording and tracking escalations as well as maintain our team morale.

Paraprofessional

PERRY LOCAL SCHOOLS-Canton, OH

August 2017 to October 2021

Paraprofessional at Perry Local Schools

Worked with Special needs kids who had Autism and Down Syndrome in multiple ways such as transporting, and working 1:1 with them.

Automotive Technician/Manager

Quinn's Ace Auto Repair-Massillon, OH

June 2015 to August 2018

Ensured customer satisfaction by providing highest quality of products by ensuring all equipment was properly installed and working correctly.

Exceeded customer product expectations by maintaining equipment to product quality products.

Notified supervisors of faulty operations and defective materials.

Oiled and cleaned machines and added coolant to machine reservoirs.

Maintained record accuracy by using work Kept supervisor informed of job progress and material requirements order reporting system.

Completed all repairs and maintenance work to company standards.

I also managed and welcomed and helped cust with decisions based on their cars.

Shop Supervisor

S.E. Johnson Painting-Massillon, OH

July 2016 to July 2016

Completed all repairs and maintenance work to company standards.

Was a temporary job.

Education

Master's degree in Business

Kent State University at Kent

Present

High School Diploma in Graphic Communications

R.G. Drage Career Technical Center Massillon

January 2016 to December 2016

Skills

- Special Education (5 years)

- Teacher Assistant (5 years)
- Teacher Aide (5 years)
- ABA
- Autism Experience
- Sales
- Lawn Care
- Automotive Repair
- Developmental Disabilities Experience (5 years)
- Experience working with students
- Special needs (5 years)
- Classroom management
- Tutoring
- Data entry
- Customer service
- Microsoft Outlook
- Oil change
- Mechanic experience
- Tire service
- Automotive diagnostics
- Alignment
- Shocks & struts
- Automotive service
- Management (5 years)
- Organizational Skills
- Sales
- Automotive repair
- Human resources
- Graphic design
- Adobe Illustrator
- Teaching
- Tutoring
- Manufacturing
- Experience working with students
- Classroom management
- Special education
- Content development
- Digital marketing
- Customer service
- Analysis skills
- Higher education teaching

- Marketing
- Negotiation
- Leadership
- Adobe Creative Suite
- Property management
- Sales management
- Salesforce
- Communication skills
- Retail sales
- Financial acumen
- Operating systems
- Supervising experience
- Driving
- English
- Expert Solid Independent Worker Team Player High School Diploma Strong Organizational Skills
Graphic Communications Certification Strong Work Ethic National Technical Honor Society Graduate
Great Communication Skills

Certifications and Licenses

Air Brake Endorsement

EPA Universal Certification

Certified Pool Operator

EPA Refrigeration Certification

EPA Type II

Driver's License

ASE Automobile Service Consultant Certification

ASE Certification

EPA Certification

ASE A5 Brakes Certification

Special Education Certification

HVAC Certification

EPA Type I