

Jordan Brooks

Baltimore, MD 21212

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To utilize my professional experience to exceed established goals and objectives in a safe efficient manner.

- Safe Driver Training
- Waste/Hazard • Customer Service Oriented Management • Inventory management
- Waste/Hazard Adherence • State Sani Safety Trained
- Vehicle systems • Effective Team Leadership maintenance

Authorized to work in the US for any employer

Work Experience

Automotive Technician

lexus of towson-Baltimore, MD

September 2022 to Present

1. Pre delivery inspection
2. Vehicle inspection (not msi certified yet)
3. Suspension repair & Drivetrain repair
4. Engine repair & maintenance
5. General repair & maintenance
6. Alignments (small cars & trucks)
7. Interior repair & maintenance
8. Vehicle HVAC maintenance & repair
9. Vehicle electrical repair
10. Tire maintenance & repair
11. Recalls & warranty repairs
12. Brake maintenance & repair

Lead Manager

Crabs Down Under-Baltimore, MD

October 2018 to Present

- Manage staff, maintain efficient service, positive guest relations, food, labor, material costs, controllable expenses and monitor inventory levels through ordering to ensure product availability and Execute policies and procedures for the control of cash, property, product and equipment.

- Reinforce and ensure products are consistent with all State and Local quality standards, safety regulations and guidelines as well as ensuring that all food safety procedures are executed according to policy and all State and Local health and safety/sanitation regulations.

Apprentice Automotive Technician

Bob Davidson Ford-Towson, MD

March 2019 to August 2020

- Performed PDI's ,Safety Recalls , Suspension & Drivetrain ,Diagnostics ,Mount & Balance Tires ,Oil changes , Transmission flushes , BG fuel services ,Brake repairs , Gas Engine Repair , Ac System Recharging Services , Coolant Flushes . (Working under lead tech of 20+ years)
- Inspected and tested new inventory , recorded findings, documented discrepancies, findings and created acceptance slips for each vehicle delivered so that necessary repairs could be performed .
- Provided labor and time estimates for additional automotive repairs, effectively explained mechanical diagnoses and required repairs in a non-technical manner to service advisors and customers
- Continuously learning new technical information and techniques in formal (and non formal) training sessions in order to stay abreast with rapidly changing technology as well as waste/ hazard management/ adherence and always taking pride in my work and always paying attention to details.

Customer Service Associate /Forklift Operator

Home Depot-Baltimore, MD

November 2015 to October 2018

- When not assisting customers, completed daily forklift safety checklists and complied with all safety regulations and guidelines while transporting merchandise using electric forklifts and electric pallets

Education

Towson Senior High

June 2013

Skills

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- Effective Team Leadership maintenance