

Earl S. Flat

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74 Maple Avenue
Yorktown Heights, NY 10598

I have the following skills to offer your company for an entry level position in the Automotive Technology field.

21st CENTURY WORKPLACE COMPETENCIES

Academic Achievements

- Anticipate successful completion of 900 hours in the Automotive Technology Program at the Putnam Northern Westchester Yorktown Tech Center. June, 2011
- Will graduate from Katonah High School, Katonah, NY 13389, June 2011
- Working towards AYES Skills USA National Certification

Industry Knowledge

- Engine Performance
- Vehicle Maintenance
- Steering and Suspension
- Wheels and Tires
- Alignment
- Safety Practices (NYCOSH)

Real-World Applications

Skills Mastered:

- General Engine Diagnosis, Removal and Installation
- Cylinder Head and Valve Train Diagnosis and Repair
- Engine Block Diagnosis and Repair
- Lubrication and Cooling System Diagnosis and Repair
- Steering Systems Diagnosis and Repair
- Wheel Alignment Diagnosis and Repair
- Wheel and Tire Diagnosis and Repair
- Suspension Systems Diagnosis and Repair
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Determining the kind of tools and equipment needed to do a job.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

Tools:

Filter wrenches
Lug wrenches
Manifold gauge sets

Oil filter wrenches
Ratcheting gear wrenches
In-line ignition spark testers

Spark plug testers
Engine oil pressure testers
Tire pressure gauges

Certified Workforce Ready

Demonstrated successful mastery of the following workforce readiness skills: Communications, decision-making, interpersonal, and life-long learning



Real World Experiences

Class Simulation:

Steering and Suspension team member. Analyzed technical problem, secured solutions from technical manuals, repaired structure. Acted as team leader of group of 5 in this 20 day simulation.

Virtual Internship:

Successfully completed 50 hours of in-depth solutions finding project air conditioning units in 2010 Chevrolets. Consulted with dealership service manager, auto manufacturer's technical database, and cooling and heating vendor for possible solutions. Prepared and presented written report to panel of automotive experts and class members.

Work-based Learning Site:

Automotive tech intern, Ralph Chevrolet, Yorktown Heights, NY 10598. 1/11 to 3/11. Duties included observation of routine repairs, NYS vehicle inspection, and tire rotations.

Achievements

Skills USA Competition - 2nd Place in NY State Competition in refrigeration units.