

Julia Grischow

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PROFILE

Seeking an entry level diesel mechanic position to build upon basic vehicle maintenance skills and develop a solid background in diesel mechanics.

SKILLS

- Flexible
- Motivated
- Personable
- Skilled in customer service

WORK EXPERIENCE

Advance Auto Parts, Dublin, OH

September 2019 - March 2020

Sales Department Key Holder

- Performed battery replacement and installed miscellaneous auto replacement parts
- Opened and closed store and responsible for overseeing mid-shift
- Consistently helped store achieve sales goals
- Maintained store product and operational standards

Westerville Surgical Specialists, Westerville, OH

June 2019 - September 2019

Office Assistant

- Performed various administrative duties such as: operating phone systems, fax machines, copy machines, printing, scanning, and mailing
- Set up and managed paper or electronic filing systems, recorded information, updated paperwork, and maintained documents
- Stocking patient exam rooms

Mellow Mushroom, Columbus, OH

July 2018 - July 2019

Hostess

- Maintained high standards of customer service during high-volume, fast-paced operations
- Followed procedures for safe food preparation, assembly, and presentation
- Took initiative to find extra tasks when scheduled duties were completed
- Provided assistance to prep cook and other kitchen staff as needed, especially during peak times
- Ensured the availability of clean dishes by bussing tables, washing dishes, pots, pans, and flatware before restocking

EDUCATION

American Diesel Training Center, Columbus, OH

October 2020

Diesel Mechanics/Technician

- Selective program designed to supply industry with vetted, high character, proficiently trained technicians
- Hands on intense 10 week program focusing on PMI, electrical, diagnostics, brakes and emissions
- Introduction for entry level preventative maintenance technicians

Olentangy High School, Lewis Center, OH

May 2019

General Studies

CERTIFICATIONS

Stemco - Total Quality Maintenance Training Program

Crewson ABA Installation

Kaiser Qwik Kit

Distributor Sales Training

Part 2: TQM Wheel End-Guardian HP Installation

Part 2: TQM Wheel End Grit Guard Installation

Part 2: TQM Wheel End-Discover Voyager Installation