




# Kevin Delcasse

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Seeking an entry-level diesel mechanic position to build upon basic maintenance skills and solidify a career in the diesel industry.

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## Skills

- PMI, Brakes, Emissions, Diagnostics, Electrical, and more
- Compliance with DOT regulations
- Accurately perform pre- and post-trip inspections
- Safely operate vehicles and tie down cargo
- Logistics to avoid disruptions in transportation
- Excellent customer service skills
- Bilingual: fluent in English and Spanish

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## Experience

DECEMBER 2019 – JANUARY 2021

### **Inventory Admin Assistant / Only By Grace Construction**

Managed and updated filing systems and important company documents/records. Managed all incoming and outgoing mail, packages, and faxes. Handled vendor invoices, verifying coding, reconciling purchase orders, and documenting approvals. Assisted customers throughout their projects to guarantee satisfaction. Promoted productivity by completing daily administrative tasks, scheduling, and correspondence.

JANUARY 2019 – DECEMBER 2019

### **Office Administrator / G&F Services**

Coordinated administrative support and logistics for routine activities and special projects. Supervised other administrative staff, coordinating all hiring, training, and performance management. Completed advanced clerical tasks, such as account reconciliation and document management. Assisted other team members, customers, and vendors with all inquiries. Maintained proper inventory throughout office, placed product orders, and more.

**ADDITIONAL EXPERIENCE:** Site Customer Service Representative at Sweet! (2017-2019).

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## Education

SEPTEMBER 2021

### **Diesel Mechanic & Technician / American Diesel Training Centers**

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

APRIL 2021

### **High School Diploma / Penn Foster High School**