



MELISSA CANDELARIA

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Certified Diesel Mechanic with experience in the industry seeking a position within a company that will grow my Entry Level Mechanical knowledge.

CDL CERTIFICATION, AND FORKLIFT OPERATING EXPERIENCE. MECHANICALLY INCLINED; INCLUDING HAND TOOLS, POWER TOOLS AND FARM EQUIPMENT. SKILLED IN FROOFING, WELDING, AND PLUMBING. STRONG WORK ETHIC, CREATIVE, EFFECTIVE AND RELIABLE.

EXPERIENCE

NOVEMBER 2018 – PRESENT

DIESEL MECHANIC, TRUCKWAY, COLUMBUS, OH

- Certified Diesel Technician, serviced medium and heavy duty vehicles
- Perform large and small scale repairs to vehicles and their systems
- Replace faulty parts after detailed examination and analysis of the vehicle
- Document all repairs required as well as the cost

AUGUST 2018 – NOVEMBER 2018

ACCOUNT MANAGER, RENT TO OWN, MT. VERNON, OH

- Assembled customer settlement requests for management approval
- Handled inbound and outbound calls with the objective of collecting delinquent accounts

SEPTEMBER 2016 – AUGUST 2018

HEALTH AIDE, CCL., MT. VERNON, OH

- Prepare and serve meals to patients according to prescribed diets
- Care for patients by assisting with their personal care and house chores
- Maintain records of patient care, condition, progress, or problems to report and discuss with supervisor

MAY 2015 – NOVEMBER 2016

SANITATION COLLECTOR, WASTEMANAGEMENT- COLUMBUS, OH

- Prepared reports for any defective equipment in trucks
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OCTOBER 2014 – APRIL 2015

YARD JOCKEY, HOGAN TRUCKING- COLUMBUS, OH

- Responsible for moving trailers onsite for loading and unloading
- Performed daily yard inspections

DECEMBER 2012 – FEBRUARY 2014

YARD JOCKEY, ODW- COLUMBUS, OH

- Facilitated the needs of the warehouse in sorting and processing shipments or storage of materials
- Collaborated with Plant Manager to maintain accurate records of daily work orders

NOVEMBER 2012 – PRESENT

FARM HAND, J&C ANGUS FARMS- COLUMBUS, OH

- Harvested and inspected season crops
- Irrigated farm soil and maintained ditches and pipes to make sure pumps were working properly
- Responsible for maintenance of Farm Equipment using a variety of hand and power tools
- Caring for livestock and making sure their needs were met

JANUARY 2012 – OCTOBER 2012

SECURITY OFFICER, ACOMA- COLUMBUS, OH

- Ensured safety and security of all employees, guests and belongings
- Responded promptly to confrontations in high pressure situations
- Completed daily reports and handled money transfers

ADDITIONAL WORK EXPERIENCE

- Additional work experience includes A driver at Swift (1997-1999) A driver at Brown Bus (2000-2003), A forklift operator at Home Styles (2003-2007), a forklift operator at JR Simplot (2007-2010), and a driver for Tuck and Roll Transport (20010- 2011).

EDUCATION & CERTIFICATIONS

FEBRUARY 2019

TECH TRACK, AMERICAN DIESEL TRAINING CENTERS, COLUMBUS, OH

SELECTIVE PROGRAM DESIGNED TO SUPPLY INDUSTRY WITH VETTED, HIGH CHARACTER PROFICIENTLY TRAINED TECHNICIANS. HANDS ON INTENSIVE 12- WEEK PROGRAM FOCUSING ON PMI, ELECTRICAL, DIAGNOSTICS, BRAKES, AND EMISSIONS

1994

CLASS A CDL, ROAD MASTERS TRUCK DRIVING, COLUMBUS, OH

2016

HIGH SCHOOL DIPLOMA, PENN FOSTER HIGH SCHOOL