



MICHAEL KELLEY

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Providing benefit of strong Automotive Mechanical ability and knowledge to assist in a position as an entry Level Diesel Mechanic.

EXPERIENCED AUTO MECHANIC, FORKLIFT OPERATOR AND OTHER WAREHOUSE MACHINES. MECHANICALLY INCLINED; INCLUDING HAND TOOLS AND POWER TOOLS. CONSISTENT, PROACTIVE, COOPERATIVE AND PATIENT.

EXPERIENCE

NOVEMBER 2010 – PRESENT

RECEIVING, FID, SHIPPING CLERK, WAL-MART DISTRIBUTION CENTER- GROVE CITY, OH

- Maintain logs of activities and completed work
- Duties included assembling, addressing, stamping, coordinating shipping/receiving merchandise, unloading/unpacking, verifying products, and recording incoming merchandise
- Operate fork-lift truck and utilized hand truck to transport, convey and hoist shipments from shipping-and-receiving platform to storage and work areas

JULY 2002 – JULY 2010

CASHIER/ DEPARTMENT MANAGER, WALMART- COLUMBUS, OH

- Maintained forklift equipment to ensure proper functioning of the equipment
- Kept my area clean and organized so the customer can quickly locate each item
- Safely operated Cherry Picker, Scissor Lift and other equipment

DECEMBER 2014 – FEBRUARY 2016

AUTOMOTIVE TECH, PENSKE AUTO CENTER- HILLIARD, OH

- Analyzed suspension issues and made appropriate corrective changes
- Utilized current scanning technologies to improve proper diagnosis of issues
- Maintained an excellent customer satisfaction rate via personal client face time and solution management
- Promoted an environment of team work and learning via leadership and cross collaboration on daily workloads
- Completed preventive maintenance such as, engine tune-ups, tire rotations, oil changes, and replacing filters

EDUCATION & CERTIFICATIONS

JANUARY 2020

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

1997

BUSINESS PROFESSIONALS OF AMERICA, OHIO ASSOCIATION REGION 14, COLUMBUS, OH

1997

WORD PROCESSING TECHNOLOGY, SENIOR INTENSIVE BUSINESS ED. (973 HRS), OH

1997

DIPLOMA, FRANKLIN HEIGHTS HIGH SCHOOL, COLUMBUS, OH