*1324 Walnut St, Morenci, MI 49256*

*123 456 1234*

*Monicas1234@gmail.com*

* ASE- Maintenance & Light Repair
* Michigan State Mechanics- Brakes & Braking Systems
* Member of SkillsUSA- 2019-2020
* Morenci High School Marching Band- 2017-Present
* Member of Morenci Girls Varsity Basketball team- 2019

**EXTRA-CURRICULAR ACTIVITIES**

JUNIOR ACHIEVEMENT

Volunteer Assistant / Adrian, MI / May 2020

* Helped move and set-up race track for Junior Achievement Grand Prix
* Participated on the LISD TECH Center AST Junior Achievement Race Team

HABITAT FOR HUMANITY

Volunteer Mechanic/ Adrian, MI/ January 2020

* Assisted in providing mechanic services to organization through conducting lube, oil, and filter service on fleet of vehicles

**VOLUNTEER EXPERIENCE**

CREW MEMBER

McDonald’s / S. Main St. Adrian, MI / 2019-Present

* Assist with front counter and drive thru duties through effective communication with customers and accepting cash and credit card payments and distributing correct change back.
* Work Habits Recipient- 2nd Quarter
* SkillsUSA Regional participant

**ACHIEVEMENTS**

**CERTIFICATIONS**

TECHNICAL

* Lube, Oil, Filter
* Engine Diagnostics
* Brake Diagnostics & Repair
* Steering & Suspension
* Electrical Systems

TRANSFERABLE

* Teamwork
* Communication
* Time Management
* Leadership

Monica Spencer

**SKILLS**

*MORENCI HIGH SCHOOL*

788 E. Coomer St, Morenci, MI 49256

*Graduation Pending, June 2021*

Honors U.S History

*LISD TECH Center*

1372 N. Main St., Adrian, MI 49221

Automotive Services Technology

2019-2020

**EDUCATION**

**PROFILE**

**WORK EXPERIENCE**

*Student with 1 year of intensive hands-on education in the Automotive Service Technology class at the LISD TECH Center. Demonstrated proficient levels of understanding in safety standards, lube, oil, and filter, shop tools, brakes, and steering and suspension.*