

# WORKSHOP MANAGER CV

When writing a Workshop Manager CV, it is ideal if you present first the skills that will give potential employers the impression that you have what it takes to be a workshop manager. The key is specificity in presenting your professional data. Skills in gathering resources (transportation, equipment, survey data, etc.), supervisory skills, handling supplies as well performance measurement techniques should be stressed out. Show off your experience in managing workshops in the employment history section and make sure to present the latest among these on top of the list. In this manner, you are giving the employer a summary of what you can offer to the company. CV of a Workshop Manager should look like this.

**Ronan Hutchinson**

743-7628 Nulla Road, Tenby, Pembrokeshire, NL47 9AU Date of Birth: March 26th, 1990

Email: [email] Mobile: 07117 574066 Tel: 01261 371415

## CAREER OBJECTIVE:

As Workshop Manager, my primary objective is to deliver high quality and timely service to clients with an efficient service team. In order to do this, I will see to it that service personnel are given optimum training and assigned to positions fit for their abilities; building, equipment, and transportation regulations are complied with; long-term and short-term plans are set and implemented; maintenance of tools and performance appraisal are done regularly; and timely response to emerging problems are implemented effectively. My two years of experience in two different companies has allowed me to enhance my skills in supervising personnel and extensive organizational tasks.

## PERSONAL SKILLS AND COMPETENCES:

Highly experienced in handling vehicles and tools  
Good knowledge of operations of various types of vehicles  
Sound knowledge of vehicle maintenance and repair procedures  
Familiarity with customer service procedures  
Ability to safely operate vehicle repair equipment  
Ability to provide emergency services transport

## EDUCATION AND QUALIFICATIONS:

BEng (Hons) in Mechanical Engineering	Oxford
University of Oxford	2008 – 2012
A-levels: Mathematics, Physics, Chemistry, English Language	Bedford
Bedford College	2006 – 2008
Marathon Science School	Surrey Quays
GCSEs: Maths, Physics, Chemistry, English Language	2001 – 2006

## EMPLOYMENT HISTORY:

Forum Energy Technologies	Merionethshire
Workshop Manager	2013 – Till Date

- Managed daily operations of workshop to perform vehicle repairs and deliveries on-time.
- Visited client sites to attend vehicle breakdowns.
- Performed staff management and capacity planning operations.
- Identified areas of cost control and managed expenses within allotted budget.
- Ensured workshop operations were in accordance with Health, Safety and Environmental standards.
- Developed best practices to ensure smooth and efficient workshop operations.

Veolia Environmental Services	Fife
Workshop Manager	2012 – 2013

- Maintained workshop safe and clean at all times.
- Performed staff recruitment, training, and performance evaluation activities.
- Performed vehicle inspection, maintenances and repair operations.
- Maintained adequate stocks of vehicle parts to avoid any shortages.
- Developed good relationships with customers for repeat business.
- Developed annual budgets and maintained monthly expense records.

## REFERENCES:

Kenneth Hale  
Ap #298-4831 Aliquam Rd., Milford Haven  
Ayrshire, Q0L 3TC

Glenna Flynn  
Ap #784-6574 Donec St., Milford Haven  
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