Antonia T Cooper

20430 Imperial Valley Dr Apt 1506

Houston, TX 77073

(205) 246-1815

Coopantonia@gmail.com

**OBJECTIVE**

Entry-Level Collision Repair and Refinish Technician w/ Estimating

To obtain a position that will allow me to exercise my technical knowledge and skills in meeting the goals of my

employer. To find an outlet that will provide a rewarding career and increase my experience in the Collision field.

**EDUCATION**

***School***  ***Grad Date*** ***Credential***

Universal Technical Institute (UTI) 11/19/2021 Diploma

Houston, Texas

Area of Focus: *Collision Repair and Refinish Technology w/ Estimating*

Exterior Panel Alignment Exterior Panel Replacement

Welding and Cutting Introduction to Refinishing

Vehicle Preparation for Painting Power Systems & Controls

Drive Train Removal & Installation Vehicle Handling

Custom Paint Fundamentals Custom Body Fundamentals

Exterior Panel Repair I Exterior Panel Repair II

Structural Damage and Analysis Structural Alignment & Replacement

Finish Applications Skills Applications I

Damage Analysis I Damage Analysis II

***School*** ***Location*** ***Area of Focus:*** ***To*** ***Credential***

University Academy Charter Jersey City, NJ General Studies 06/2015 Diploma

**SKILLS**

Forklift Training Maintenance Skills

**EMPLOYMENT HISTORY**

***Employer*** ***From*** ***To***

Caliber Collision Houston, TX 10/2021 Present

Customer Service Consultant - Estimate all drive-in appointments as well as “walk in” customers and

complete repair plans. Complete process review with customer. Repair Orders: All files are opened with

BAR (CA) and DRP compliance, including obtaining proper authorizations. Check in vehicle upon drop

of with customer. Prepare and complete proper paperwork for final customer packet prior to vehicle

delivery (DRP, final invoice). Post repair plan documentation (Autowatch). Provide post repair plan

communication including all vehicle status updates. Total loss administration. Perform other related

duties as assigned for the purpose of ensuring a world class customer service experience. Final QC,

including test drive. Deliver vehicle to customer upon completion. Comply with all Caliber safety rules,

guidelines and standards. Perform other related duties as assigned including, but not limited to washing

***Employer*** ***From*** ***To***

ProCare Collision Houston, TX 7/2021 Present

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Bodyman Helper - Assists in repairing accident related damage to vehicles, restoring them to pre-collision condition.

Service King Body Technician Helpers are essential to the repair process and must be able to perform quality repairs

in a timely matter, always keeping the customers satisfaction in mind.

***Employer*** ***From*** ***To***

World Trading Stafford, Tx 11/2020 12/2020

Package Handlers - Maintains inventory by identifying, labeling, and placing materials and supplies in

stock; recording location of inventory. ... Prepares finished stock for shipment by identifying, pulling,

packing, crating, loading, and securing product. Documents product shipment by recording units

***Employer*** ***From*** ***To***

Mercedes Benz U.S International Tuscaloosa, AL 2/2018 3/2020

Panel Adjuster - Replacing/readjusting doors and hoods of cars ensure panels are in working order and

comply to oem standards.

**PROFESSIONAL AND PERSONAL REFERENCES**

*Name* *Title* *Contact Information*

Juana Turner Newark International Airport Security Officer (201) 267-5450

Juelle Williams Jersey City Public School Teacher (551) 208-2609

Sharonda Magby Troup County Public School LPN (706) 518-0664

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