

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

An apprentice HVAC technician with one year of professional experience performing routine maintenance, repairs, and installations on residential properties. Adept at understanding HVAC design and diagnosing problems, looking for a reputable company to join and help residential homeowners.

Experience

HVAC Apprenticeship - Happy Days HVAC / Location

MONTH YEAR - Present

- Works closely under a mentor to learn about HVAC protocols, installation, and repairs.
- Repairs HVAC components accurately by utilizing knowledge of HVAC protocols.
- Researches blueprints and wiring for HVAC jobs to ensure the safety of self and other technicians.
- Consults with mentor to ensure all safety protocols are followed, and the job is finished correctly.
- Performs minor field fabrication, completes maintenance reports, and finds potential problems within older HVAC systems.

Part-Time Apartment Maintenance Worker - Ridgewood Apartments / Location

MONTH YEAR – MONTH YEAR

- Worked no more than 20 hours a week as an apartment maintenance worker throughout high school and HVAC training.
- Responded to resident work orders in a timeline manner, prioritizing all emergencies.
- Repaired various aspects around apartments, such as faucet leaks, weather stripping, and clogged drains.
- Followed all safety regulations while performing any maintenance tasks inside or outside of an apartment unit.
- Addressed tenant complaints and service requests professionally and promptly.

Project Experience

- Soup Kitchen Volunteer Cleaner: Assists the local soup kitchen in maintaining their property by cleaning ducts, vents, and more to keep appliances in proper order.

Education

HVAC Diploma/Training Program - Long Island Technical Institute

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

High School Diploma - Long Island High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- HVAC regulation knowledge
- Time management
- Mechanical skills
- OSHA knowledge
- Interpersonal skills

Licenses & Accreditations

Licenses & Accreditations

- North American Technician Excellence ([NATE](#)) certification
- HVAC Excellence Certification