

NAME

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

Profile

An experienced HVAC technician with six years of experience working on HVAC systems seeking a position with growth and learning opportunities within a reputable company.

Experience

HVAC Maintenance Technician - Company / Location

MONTH YEAR - Present

- Repairs HVAC systems to their former state by using appropriate tools and knowledge of the system.
- Follows all [OSHA](#) and other safety protocols to ensure technician safety and the safety of those around me.
- Conducts regular HVAC system inspections to get ahead of potential problems and then schedules maintenance as necessary.
- Schedules HVAC cleaning for current customers to prevent them from quickly needing maintenance services.
- Manages a team of over five HVAC technicians, including an apprentice, ensuring everyone keeps certifications up-to-date, communicates properly with customers, and makes correct assessments and repairs.

HVAC Sales Representative - Company / Location

MONTH YEAR – MONTH YEAR

- Met with potential customers to discuss HVAC systems and find the system that works best for their property
- Ensured HVAC installers are scheduled to be at a customer's home or commercial property on the specified date and time
- Discussed system updates and upgrades with current clients to ensure a more durable and long-lasting HVAC system.
- Used an intimate knowledge and understanding of the HVAC systems the company provided and what makes them different from one another to find new customers and close deals.
- Worked alongside HVAC technicians to ensure they understand the new system options and how they can benefit their customers.

Project Experience

- HVAC Training: Conducts HVAC training sessions for new HVAC employees to ensure they have basic knowledge of HVAC repairs and company protocols.
- Energy Consumption Programs: Developed community programs to highlight opportunities for reduced energy consumption and greener HVAC practices.

Education

HVAC Associates Degree - New Hampshire State College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

High School Diploma - Madison High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Knowledge of HVAC systems
- Refrigerant knowledge
- Teamwork
- Leadership
- Time management skills

Licenses & Accreditations

Licenses & Accreditations

- Master HVAC License
- ASHRAE Certification
- [HVAC Excellence Certification](#)