

Joe Example
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Rochester, NY 14620
585-555-1212
email@address.com

Objective:

Full-time position as a Heating, Ventilating, and Air Conditioning Technician.

Education:

Associate in Applied Science, Air Conditioning Technology, Heating & Ventilating May 2005
Certificate, Heating, Ventilating, Air Conditioning May 1998

Monroe Community College, Rochester, NY

Overall GPA: 3.00

Relevant Courses:

Basic Refrigeration Theory

Heating Systems

Electric and Motor Controls

Mechanical Estimating

Public Speaking

Air Conditioning Theory

Commercial Air Conditioning and Heat Pumps

Computers in HVAC

Commercial Refrigeration

Sign Language

Work Related Experience:

Installer, HVAC Company, Rochester, NY

May 1999-Present

- Light commercial and residential installation
- Experience with package units, retro-fit, roof-top units, split systems, forced air-systems, heat pumps and variable speed equipment
- Utilized customer service and mechanical skills to perform troubleshooting, repair and preventive maintenance
- Customer consultation on equipment and manual explanation

HVAC Equipment Technician, Rainbow Refrigeration Rochester, NY May 1997-July 1999

- Serviced and installed refrigerating equipment such as walk-in boxes, all refrigeration, icemakers, ice cream and yogurt machines, air conditioners and ventilation equipment for local restaurants, hotels, hospitals, nursing homes, and schools/colleges
- Skilled at troubleshooting, and knowledgeable in all technical aspects of the equipment
- Provided prompt, personal and reliable service

Additional Related Experience:

Member, American Society of Heating, Refrigerating & Air-Conditioning Engineers Inc., 2004

Red Cross Certification, CPR and Standard First Aid, Expires 2006

Beginning level proficiency, American Sign Language

References:

Available upon request.