

Joe Example
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Greenville, NC 27834
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Objective:

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

Education:

AAS, Air Conditioning Technology, Heating & Ventilating May 2005

Certificate, Heating, Ventilating, Air Conditioning, May 1998

Pitt Community College, Greenville, NC

Overall GPA: 3.00

Relevant Courses:

Basic Refrigeration Theory

Heating Systems

Electric and Motor Controls

Public Speaking

Air Conditioning Theory

Commercial Air Conditioning

Computers in HVAC

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.