

HVAC Technician Resume

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EDUCATION

- 20## Graduate of Virgie Ammons High School Gaithersburg, Maryland
- 20## HVAC Knowledge Certificate, Myannualpay.com

HIGHLIGHTS

- I know the troubleshooting techniques for the thermostat and joint leaks. I can explain the procedures completed during maintenance calls. I am familiar with the invoice process.

EXPERIENCE

2021- Present Blue Owl Tulsa, OK

Cashier

- Complete sales transaction
- Provide excellent customer service

2020 – Tulsa Neighborhood Association Tulsa, OK

Handyperson / Maintenance Assistant

- Increased client base by knocking on doors and client referrals
- Resolved issues by troubleshooting

2019 – 2020 Red Star Tulsa, OK

Gas Station Attendant

- Topped off car fluids
- Organized and prioritized workorders

SKILLS

- Proficient with all Microsoft Office products
- Outstanding team player
- Experience with all hand tools

REFERENCES

- Available upon request