



# PHIL ROBERTS

HVAC Technician | 📍 ORLANDO, FL, 32804, UNITED STATES | 890-555-0401

## ○ DETAILS ○

143 Main Ave, Orlando, FL, 32804,  
United States  
890-555-0401  
[example@email.com](mailto:example@email.com)

### DATE / PLACE OF BIRTH

05/10/1983  
Orlando, FL

### NATIONALITY

USA

### DRIVING LICENSE

Full

## ○ SKILLS ○

HVAC Repair & Installation  
Verbal & Written Communication  
Inventory  
Scheduling  
Billing & Invoicing

## 👤 PROFILE

Professional HVAC Technician with 6 years of experience in commercial and residential settings.

## 📁 EMPLOYMENT HISTORY

### HVAC Technician at Central Florida Heating & Air, Orlando, FL

July 2013 – Present

Central Florida Heating & Air provides heating, ventilation, and air conditioning services to residential and commercial customers. As an HVAC Technician, my core responsibilities include:

- Visiting work sites to determine the client's requirements
- Installing, maintaining, and repairing HVAC equipment, including ordering the necessary parts, when needed
- Making rounds of equipment to ensure all auxiliary components are operable and in good condition
- Tracking all work orders in the internal system, including entering materials used and hours worked
- Selling ongoing maintenance contracts to customers

### HVAC Technician at Billy's Heating & Air, Orlando, Florida

June 2010 – January 2013

Billy's Heating & Air provide HVAC services to residential customers in the Central Florida area. As an HVAC Technician, I was responsible for:

- Traveling to customer' homes on a daily basis, visiting 2-4 work sites per day
- Consulting with customers on their HVAC needs
- Installing new heating, ventilation, and cooling systems
- Inspecting HVAC systems for effectiveness and safety
- Troubleshooting HVAC systems, ordering new parts, and completing repairs
- Maintaining accurate inventory of all equipment and parts

### HVAC Apprentice at Central Florida Heating & Air, Orlando, FL

January 2011 – January 2013

Central Florida Heating & Air provides heating, ventilation, and air conditioning services to residential and commercial customers. As an HVAC Apprentice, I worked under a journeyman and was responsible for:

- Keeping the technicians informed of schedules and client meetings on a daily basis
- Selling maintenance contracts to customers
- Following up with customers to ensure they were satisfied with our work
- Conducting performance tests on current HVAC systems
- Assisting with invoicing and billing clients for work performed

## 🎓 EDUCATION

○ Florida Technical College, Orlando  
Present  
Degree: HVAC Technician License