

# Phil Roberts, HVAC Technician

143 Main Ave, Orlando, FL, 32804, United States, 890-555-0401,  
example@email.com

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

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

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## EMPLOYMENT HISTORY

Jul 2013 – Present **HVAC Technician, Central Florida Heating & Air** Orlando, FL

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

Jun 2010 – Jan 2013 **HVAC Technician, Billy's Heating & Air** Orlando, Florida

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

Jan 2011 – Jan 2013 **HVAC Apprentice, Central Florida Heating & Air** Orlando, FL

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

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## EDUCATION

Present **Florida Technical College, HVAC Technician License** Orlando

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## SKILLS

HVAC Repair & Installation

Inventory

Billing & Invoicing

Verbal & Written  
Communication

Scheduling