

PHIL ROBERTS

HVAC TECHNICIAN

INFO

Address 143 Main Ave,
Orlando, FL, 32804,
United States

Phone 890-555-0401

Email example@email.com

DATE / PLACE OF BIRTH

05/10/1983
Orlando, FL

DRIVING LICENSE

Full

NATIONALITY

USA

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, Central Florida Heating & Air

Orlando, FL

Jul 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, Billy's Heating & Air

Orlando, Florida

Jun 2010 - Jan 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, Central Florida Heating & Air

Orlando, FL

Jan 2011 - Jan 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

