



# Phil Roberts

## HVAC Technician

**ADDRESS** 143 Main Ave, Orlando, FL, 32804, United States

**EMAIL** example@email.com

**NATIONALITY** USA

**PHONE** 890-555-0401

**DATE / PLACE OF BIRTH** 05/10/1983 / Orlando, FL

**DRIVING LICENSE** Full

### 01 PROFILE

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

### 02 EMPLOYMENT HISTORY

Jul 2013 – Present  
Orlando, FL

#### HVAC Technician at Central Florida Heating & Air

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  
Orlando, Florida

#### HVAC Technician at Billy's Heating & Air

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

Orlando, FL

## **HVAC Apprentice at Central Florida Heating & Air**

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

## **03 EDUCATION**

Present

Orlando

## **Florida Technical College**

HVAC Technician License

## **04 SKILLS**

**HVAC Repair &  
Installation**

**Inventory**

**Billing &  
Invoicing**

**Verbal & Written  
Communication**

**Scheduling**