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| **Phil Roberts**  Customer care & cashier  **SUMMARY / OBJECTIVES / PROFILE**   |  | | --- | | Enthusiastic HVAC Mechanic with 3 years of experience in the maintenance, installation, repair of air handling, air-conditioning units and temperature controlled water distribution systems. Proficient with climate control systems. Now I am seeking an opportunity to work as an HVAC technician in a reputable business in the region. |   **Work EXPERIENCE**   |  | | --- | | **HVAC Technician, SCOTTSDALE Golf course** | | Scottsdale, Arizona — 2012-2015 | | **Responsibilities**: | | * 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 | | **Accomplishments:** | | * Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. | | * Ut enim ad minim veniam, quis nostrud exerc. |  |  | | --- | | **HVAC Mechanic, Phoenix International** | | Phoenix, Arizona — 2011-2013 | |  | | **Responsibilities:**   * 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 sytems * Inspecting HVAC systems for effectiveness and safety * Troubleshooting HVAC systems, ordering new parts, and completing repairs Maintaining accurate inventory of all equipment and parts | | **Achievements:** | | * Increased customer satisfaction level by 25% | | * Personal customer service satisfaction level of 96% |   **EDUCATION**   |  | | --- | | **Bachelor of Business administration** | | Northern Arizona University — 2010-2014 | |  | | Maecenas pellentesque luctus nulla eget sodales. Donec efficitur vitae diam at vulputate. Pellentesque eu placerat mauris. | | |  | | --- | | **Personal details** | |  | | 4594 – Fleming Way. | | Flagstaff, AZ 23831 | |  | | T (123) 456 7899 | | M 000 000 000 | |  | | brendan@smith.com |  |  | | --- | | **Professional Skills** | |  | | Proficient with: | | MS Office, Photoshop | |  | | Experienced graphic artist well versed with: | | Adobe Photoshop, Adobe Illustrator and After effects | |  | | Charismatic and confident public speaker |  |  | | --- | | **Languages** | |  | | English | | native language | |  | | Italian | | Advanced: speaking, reading  Intermediate: writing | |  | | Spanish | | Intermediate: speaking, reading  Basic: writing |  |  | | --- | | **References** | |  | | Roger Lewis | | T 000 000 0000 | | email@address.com | |  | | James Moody | | T 000 000 0000 | | email@address.com | |
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