
HVAC Apprentice Resume

Job Objective

Enthusiastic HVAC Apprentice looking for position with reputable organization.

Highlights of Qualifications:

- Strong knowledge of machines and tools, including their designs, uses, repair, and maintenance
 - Familiarity with design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
 - Thorough knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software
 - Familiarity with concentrated HVAC maintenance and repair
 - Ability to perform general building maintenance
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Professional Experience:

HVAC Apprentice
Grand Rapids, Burr Ridge, IL
August 2005 – Present

- Assisted in servicing products and equipment on assigned projects and ensured customer satisfaction.
- Adhered to blueprints and engineering specifications while mounting, assembling, and repairing units.
- Identified, analyzed, and repaired the equipment, instruments and products at a customer's location.
- Performed the preventive maintenance, site surveys, installations, and modifications.
- Maintained the stock of inventory, company equipment, and documented all service-related activities.
- Provided the re-training and follow-up training at customer site.
- Delivered the parts to job sites.

HVAC Apprentice
Unique Indoor Comforts, Burr Ridge, IL
May 2000 – July 2005

- Obtained and maintained the required certification(s).
 - Tested the electrical circuits and components for continuity, using electrical test equipment.
 - Reassembled and tested the equipment following repairs.
 - Identified and reported faults and unusual occurrences.
 - Tested tubing joints and connections for leaks.
 - Recommended, developed and performed preventive and general maintenance procedures.
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Education:

High School Diploma
Estes Park High School, Estes Park, CO

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