

SAMPLE STUDENT

Palatine, IL 60067

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HVAC TECHNICIAN

EDUCATION

Harper College, Palatine, IL	
Pursuing Heating Service Certificate	Anticipated May 20xx
Refrigeration Service Certificate	May 20xx
Residential Comfort Systems Certificate	December 20xx
Residential Heating, Air Conditioning and Refrigeration Service Certificate	May 20xx

CERTIFICATIONS

Refrigerant Handling Certification – Universal (EPA)	May 20xx
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RELEVANT COURSEWORK

Pneumatic Controls Systems	Heating and Cooling Controls	Heating Principles
Refrigeration Fundamentals/Systems	Residential Comfort Systems	Commercial Heating Systems

WORK EXPERIENCE

Gat's Heating and Air Conditioning , Schaumburg, IL	August 20xx to Present
Clerical Assistant	

- Answer phones, schedule service calls and make reminder phone calls to customers
- Send out invoices, open mail, and make daily banking deposits
- Perform monthly inventory of parts and report to manager items needed to be restocked
- Follow up with customers to ensure work was completed to customers' satisfaction
- Keep showroom and storeroom neatly organized and clean

Portillo's , Schaumburg, IL	September 20xx to July 20xx
Crew Member	

- Took orders from customers, assembled food items from line for each order and checked food orders before handing to customers
- Swept floor, cleaned tables, refilled napkin and silverware containers throughout the day and before restaurant closing
- Filled in on food preparation line when needed
- Communicated clearly with coworkers and management

VOLUNTEER WORK

The Anti-Cruelty Society , Chicago, IL	November 20xx to Present
Inside Volunteer	

- Work side-by-side with staff to help with the daily care, training, and placement of adoptable animals
- Groom dogs and cats, assist in socialization of animals and answer adopter's questions