

JOSE COOL
345 Maple Lane
Palatine, IL 60067
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OBJECTIVE

Seeking position as a **HVAC Technician**

EDUCATION

Harper College, Palatine, IL	
Pursuing Refrigeration Service Certificate	Anticipated May 20xx
Residential Heating, Air Conditioning and Refrigeration Service Certificate	May 20xx
Heating Service Certificate	May 20xx
Residential Comfort Systems Certificate	December 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	20xx to Present
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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
- Keep showroom and storeroom neatly organized and clean

Portillo's , Schaumburg, IL	20xx to 20xx
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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

VOLUNTEER WORK

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