

WILLIAM LAWRENCE

123 Main St., Duluth, GA
30029
wlawrence@email.com
(123) 456-7890

EDUCATION

Bachelor of Arts in Business

Gwinnett Technical College,
Lawrenceville, GA
September 2020 – Present
(expect to graduate Spring 2022)

High School Diploma

Duluth High School Duluth, GA,
2018

KEY SKILLS

- Diagnostic skills
- Ventilation and air conditioning
- Customer service
- Organizational skills
- Able to carry heavy equipment and supplies

CERTIFICATIONS

- NATE Professional Level Certification: HVAC Efficiency Analyst, August 2019

Hard-working, personable HVAC Technician Apprentice with over a year of experience performing residential equipment service and maintenance. Capable of following controls/wiring diagrams and schematics. Fast learner and eager team player with a consistently professional, courteous attitude toward customers and staff. Willing to work flexible hours including overtime, nights, and weekends.

PROFESSIONAL EXPERIENCE

Residential HVAC Service Technician

Service Experts, Duluth, GA | June 2019 – Present

- Servicing and cleaning IAQ equipment and products on residential job sites
- Installing heating, refrigeration, and air conditioning systems
- Interacting with homeowners to confirm appointments and ensure understanding of required work
- Performing minor field fabrication
- Correcting or reporting substandard conditions within control

HVAC Warehouse Assistant

Empire Heating and Air Conditioning, Decatur, GA | June 2018 – May 2019

- Tracked inventory and filled orders as needed
- Assisted with shipping and receiving of parts, supplies, and equipment
- Prepared jobs for the following day, ensuring that equipment was ready for loading
- Assisted with implementation of Service Fusion HVAC software platform
- Kept warehouse organized and clean