



AMELIA MOORE

HVAC Installation Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Seasoned HVAC Installation Specialist with 5 years of experience in the install, maintenance, and repair of HVAC systems. Adept at optimizing system performance, ensuring compliance with safety standards, and delivering exceptional service. Proven track record of enhancing system efficiency and client satisfaction through effective problem-solving and project management.

WORK EXPERIENCE

HVAC Installation Specialist

Seaside Innovations

📅 May / 2021-Ongoing
📍 Santa Monica, CA

1. Installed new AC units and heating systems in residential and commercial buildings.
2. Performed routine maintenance and troubleshooting on HVAC systems to ensure optimal performance.
3. Managed service calls and resolved client issues promptly to maintain satisfaction.
4. Collaborated with team members on installation projects, ensuring adherence to safety standards.
5. Conducted energy audits to recommend system upgrades and improvements.
6. Maintained accurate records of installations and service reports using software tools.
7. Assisted with training new technicians in installation and safety procedures.

HVAC Contractor

Summit Peak Industries

📅 May / 2020-May / 2021
📍 Denver, CO

1. Acquired an HVAC contractor license in Florida, demonstrating compliance with state regulations.
2. Operated a small HVAC company, managing all aspects from installations to customer service.
3. Focused on sheet metal work and duct installation for large construction projects.
4. Prepared job sites and coordinated with subcontractors for efficient project execution.

EDUCATION

Associate of Science in HVAC Technology

Florida Technical College

📅 May / 2019-May / 2020
📍 Seattle, WA

Studied HVAC installation, maintenance, and repair techniques with a focus on energy efficiency and customer service.

SKILLS

Team Collaboration



Hvac System Design



Load Calculations



Piping Installation



Safety Compliance



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Polish



Spanish

ACHIEVEMENTS

★ Successfully installed over 100 HVAC units in residential properties, enhancing energy efficiency by 20%.

★ Reduced service call response time by 30% through effective scheduling and project management.