

ALEX MORGAN

HVAC TECHNICIAN

Columbus, OH | (202) 555-0147 | alex.morgan@example.com

PROFESSIONAL SUMMARY

HVAC technician with two years of supervised residential service and installation experience. EPA Section 608 Universal certified. Experience with electrical measurements, preventive maintenance, installation support and digital service documentation.

TECHNICAL AND PROFESSIONAL SKILLS

Heat-pump and furnace maintenance | Wiring-diagram reading | Multimeter and clamp-meter use | Temperature and pressure measurements | Airflow checks | Refrigerant recovery under employer procedures | Installation support

Customer communication | Job notes and equipment records | Schedule updates | Safety procedures | Team handoffs

CERTIFICATION

EPA Section 608 Universal | Completed June 2024

EXPERIENCE

HVAC Apprentice / Technician Assistant

Sample Heating & Cooling Company, Columbus, OH | July 2024 - Present

- Recorded return and supply temperatures during supervised heat-pump maintenance and added findings to the service record.
- Used wiring diagrams and electrical instruments under lead-technician supervision to document readings for fault diagnosis.
- Assisted with equipment placement, line-set preparation and startup documentation during residential installations.
- Explained approved maintenance findings to customers and documented follow-up work for the office.
- Updated assigned-job notes, equipment details and schedule changes in field-service software.

EDUCATION

HVAC Technical Certificate

Example Technical Institute | Completed May 2024

Coursework: refrigeration fundamentals, electrical controls, heating systems and laboratory safety.