

# THOMAS SMITH

New York, NY | (123) 456-7890 | email@email.com

## HVAC TECHNICIAN

COMMERCIAL ELECTRICIAN • PLUMBING & HEATING • TRADESMAN

Accomplished and results-driven Electrician and Tradesman with extensive background in coordinating and executing installations, preventative maintenance and servicing/repair projects for diverse equipment and systems. Possess in-depth knowledge of building codes, regulatory compliance standards and quality measures. Adept at interpreting blueprints, schematics and manuals to ensure the quality completion of all projects.

### NOTED SKILLS & ABILITIES:

- Capacity to conduct HVAC equipment/system installations, preventative maintenance, servicing and repairs.
- Extensive experience with electrical systems/wiring installations, repairs, troubleshooting and maintenance.
- Adept at working with hand/power tools and heavy equipment while ensuring safety and quality compliance.
- Expert in verifying project orders, troubleshooting problems and developing plans to meet client expectations.

### AREAS OF EXCELLENCE:

HVAC/Electric Installations, Repairs & Preventative Maintenance • Blueprint Interpretation • Quality Control/Assurance  
Customer Service • System Troubleshooting & Diagnostic Testing • Heavy Equipment Operation • Hand/Power Tools  
Collaborative Teamwork • Job Site Safety Compliance • Communication Skills • Malfunctioning Component Diagnosis

## PROFESSIONAL EXPERIENCE

ABC ELECTRIC, New York, NY

2016 – Present

### Commercial Electrician

Perform a broad scope of responsibilities, including wiring, installing and repairing diverse electrical systems in existing and new commercial properties. Conduct quality control inspections to ensure compliance with regulatory standards and expectations. Operate a variety of hand and power tools and heavy equipment to execute each task according to project specifications, including lifts and ladders.

- Read and interpret blueprints and technical schematics to ensure all tasks are completed properly.
- Handle all tasks related to installations, preventative maintenance, repairs and general servicing, including bending and installing conduit, pulling wire and conducting troubleshooting.
- Ensure overall compliance with safety procedures while working with live circuits and low/high voltage.

ABC SERVICES, New York, NY

2009 – 2016

### Handyman

Coordinated, managed and executed various trade and landscaping jobs for diverse client base. Performed AC installation, repair and servicing, including ventilation, fuses and relays as well as plumbing projects. Specialized in electrical installation and repair services, including installing conduits, pulling wire, live circuits, panels, switches, fans and lighting. Executed landscaping projects, including irrigation design and installation of plants, pavers and lighting.

- Worked directly with clients to determine their HVAC, electrical, landscaping and/or plumbing needs; implemented project plan based on client needs, technical requirements and regulatory guidelines.
- Facilitated final inspections for all completed projects to ensure overall safety and quality.

NEW YORK CITY, New York, NY

2007 – 2009

### Electrician Assistant

Assisted with performing electrical maintenance and repair work for the construction of traffic signals. Obtained and maintained Class A CDL driver's license and forklift, digger derrick truck and lift truck certifications.

- Utilized tools and equipment to install and repair traffic signal units, including jackhammers, air spaces and tampers.
- Worked with live electrical circuits, ensuring compliance with established safety procedures.
- Adhered to strict standards of quality, productivity and performance, as well as regulatory standards.

## PROFESSIONAL DEVELOPMENT

Local 640 Electrical Apprenticeship Program  
OSHA, Hazardous Material Handling, Confined Space Training