

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
Domestic Refrigeration and Air Conditioning Certificate	May 20xx
Heating Service Certificate	May 20xx
Refrigerant Handling Certification – Universal (EPA)	May 20xx

RELEVANT COURSEWORK

AC and DC Motors	Heating Principles/Controls	Cooling Controls
Refrigeration Fundamentals/Systems	Residential Comfort Systems	Advanced Controls

WORK EXPERIENCE

Gat's Heating and Air Conditioning , Schaumburg, IL Clerical Assistant	20xx to Present
<ul style="list-style-type: none">• 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 Crew Member	20xx to 20xx
<ul style="list-style-type: none">• 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 Inside Volunteer	20xx to Present
<ul style="list-style-type: none">• 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	