

Jaelen Dobbins

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PROFESSIONAL SUMMARY

Hard working, knowledgeable HVAC technician looking for an entry level position in an HVAC company. Seeking to utilize my training in heating, cooling and electrical to increase customer satisfaction.

INDUSTRY SKILLS

- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Repair or replace defective equipment, components or wiring.
- Discuss heating or cooling system malfunctions with users to isolate problems or to verify that repairs correct malfunctions.
- Repair or service heating, ventilating and air conditioning (HVAC) systems to improve efficiency, such as changing filters, cleaning ducts or refilling non-toxic refrigerants.

SOFTSKILLS

WIN Career Readiness- Essential Soft Skills Certification present

- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Critical Thinking and Collaboration

WORK HISTORY

MSD Pike Township: October 2021 - Present

Bus Driver

- Transport students to and from school in a safe and timely manner
- Monitoring and reporting fuel consumption, mileage, and passenger numbers
- Reporting delays, accidents, and emergencies.
- Responding to emergency and non-emergency situations.
- Regularly checking vehicle safety such as tires, brakes, turn signals, mechanical equipment, etc.

First Student Transportation: October 2020 - June 2022

Bus Driver

- Transport students to and from school in a safe and timely manner
- Monitoring and reporting fuel consumption, mileage, and passenger numbers
- Reporting delays, accidents, and emergencies.
- Responding to emergency and non-emergency situations.
- Regularly checking vehicle safety such as tires, brakes, turn signals, mechanical equipment, etc.

EDUCATION

Vincennes University August 2013 - June 2015

Associate Degree: Liberal Arts

Duncan Supply and Wayne Township Adult Education February 2022 - May 2022

HVAC Certification

Environmental Protection Agency (EPA) Section 608 Refrigeration Recycling Rule

References

Available upon request