

# Jesse Myles

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## Professional Summary

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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

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- 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.
- First Aid and CPR certified

## Soft Skills

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WIN Career Readiness- Essential Soft Skills Certification

April 2022

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

## Education

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**Bachelor of Arts: Communications Studies,**  
N.C. A&T State University – Greensboro, NC, USA

**2008**

**Duncan Supply & Wayne Twp. Adult Ed.**

**2022**

HVAC Certification- Indianapolis, IN, USA

Environmental Protection Agency (EPA) Section 608 Refrigerant Recycling Rule

## **Work Experience**

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### **Current job?**

**Director**

January 2008 to May 2010

**Boys and Girls Club – High Point, NC**

- Assisted in implementation of operations and maintenance
- Responsible for promoting safe and clean working environment
- Worked overtime, including evening and weekends, to respond to emergencies
- Led a team to perform cleaning operations.
- Kept supervisor informed of job progress and material requirements
- Counted and verified orders picked to ensure accuracy

## **References**

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