

Amari Adkins

☎ (413) 555-2846 ✉ amari.adkins@example.com 💼 linkedin.com/example/amariadkins 📍 Springfield, MA 01108

SUMMARY

HVAC maintenance professional with four years of field experience supporting heating, ventilation, air conditioning, and **primary building systems** across institutional and commercial facilities. Performs equipment inspections, operational testing, preventive maintenance, filter changes, lubrication, belt service, small valve repacking, lamp replacement, strainer cleaning, and sedimentation trap service. Maintains accurate equipment data, asset labels, preventive maintenance records, work logs, and deficiency reports. Works effectively with licensed tradespersons, facilities teams, customers, peers, and supervisors during overnight operations and emergency response. Reads plans, specifications, operating manuals, and trade materials, while applying safety codes, PPE requirements, and recognized trade practices. Holds a valid **Massachusetts driver's license**, **EPA Section 608 Universal Certification**, **OSHA 10 Hour Construction Safety** training, and HVAC technology training. Provides dependable support for critical building operations and laboratory adjacent environments.

EXPERIENCE

HVAC Maintenance Technician

July 2024 to Present

Pioneer Valley Building Services

Springfield, MA

Supports overnight HVAC operations across a multi building institutional portfolio, maintaining primary building equipment, documenting conditions, coordinating access, and escalating deficiencies for licensed corrective work.

- Inspected **heating** and cooling equipment during overnight operations, documenting deficiencies for licensed mechanics.
- Completed **filter changes**, lubrication, belt service, valve repacking, and strainer cleaning across institutional systems.
- Collected nameplate data, labeled assets, and updated **preventive maintenance records** for building equipment.
- Coordinated laboratory adjacent access while applying PPE requirements and hazardous material procedures.
- Organized **mechanical rooms**, shops, tools, and materials for scheduled and emergency service calls.
- Communicated work status and follow up information with facilities contacts, peers, and supervisors.
- Supported **critical operations** through dependable **emergency response** and clear equipment condition reporting.

HVAC Maintenance Assistant

September 2022 to June 2024

Berkshire Mechanical Care

Pittsfield, MA

Supported licensed HVAC mechanics with equipment installation, repair, testing, operation, and **preventive maintenance** while building practical field skills across commercial service locations.

- Supported licensed mechanics during HVAC **installation**, repair, testing, and **equipment operation** projects.
- Performed supervised maintenance on belts, filters, lamps, valves, traps, strainers, and lubricated components.
- Read plans, specifications, and **operating manuals** to identify service points and prepare materials.
- Recorded equipment conditions and work notes for corrective work orders and follow up visits.
- Moved piping, tools, and equipment through stairs using **team lifting** and mechanical lifting aids.
- Maintained clean work zones and communicated service progress with occupants and facilities contacts.
- Prepared **hand tools** and materials before service calls, reducing interruptions during field work.

HVAC Systems Lab Technician

August 2021 to August 2022

Franklin Technical Institute

Greenfield, MA

Completed supervised HVAC laboratory and field exercises covering refrigeration, air distribution, heating, controls, safety, equipment identification, and service documentation.

- Completed supervised exercises covering refrigeration, air distribution, **heating** equipment, controls, and safety.
- Inspected training systems and practiced troubleshooting with manuals, diagrams, and instructor procedures.
- Performed filter replacement, **belt adjustment**, **lubrication**, strainer cleaning, and basic valve service.
- Maintained equipment identification records and service logs for instructional HVAC units.
- Prepared **hand tools**, ladders, and shop areas for practical sessions in mechanical spaces.
- Demonstrated **team lifting** and safe material handling during simulated service calls.
- Delivered clear service handoffs after documenting equipment conditions and completed laboratory work.

PROJECTS

Institutional Preventive Maintenance Records 📅 2024

Created organized equipment records through nameplate data collection, asset labeling, preventive maintenance entries, and work performance logs for institutional HVAC systems.

Mechanical Systems Service Laboratory 📅 2022

Completed supervised training exercises involving refrigeration, heating, air distribution, controls, safety procedures, equipment inspection, and basic HVAC troubleshooting.

LEADERSHIP & AWARDS

- Recognized by facilities teams for dependable overnight support during critical building operations.
- Commended during technical training for clear service logs and safe equipment handling.
- Selected for supervised field exercises involving HVAC inspection, maintenance, and equipment documentation.

EDUCATION

Diploma in Heating, Ventilation and Air Conditioning Technology2022

Franklin Technical Institute GPA: 0Greenfield, MA

Coursework: Refrigeration systems, air distribution, heating equipment, HVAC controls, safety practices

CERTIFICATIONS

- EPA Section 608 Universal Certification 📅 2022
- OSHA 10 Hour Construction Safety 📅 2022
- Massachusetts Driver's License 📅 2026

TECHNICAL SKILLS

- **HVAC Equipment:** Heating equipment, ventilation equipment, air conditioning equipment
- **Preventive Maintenance:** Filter changes, lubrication, belt adjustment
- **Valve and Flow Service:** Small valve repacking, strainers, sedimentation traps
- **Documentation Systems:** Equipment data, asset labels, maintenance records
- **Trade Materials:** Plans, specifications, operating manuals
- **Safety Equipment:** PPE, safety clothing, respirator certification
- **Material Handling:** Chain falls, come alongs, team lifting
- **Building Operations:** Mechanical rooms, primary building systems, critical operations
- **Service Communication:** Customer updates, peer communication, supervisor follow up
- **HVAC Training:** Refrigeration, air distribution, HVAC controls

SKILLS

- | | | | |
|--------------------------|-----------------------|-------------------------|------------------------|
| • HVAC maintenance | • Ventilation systems | • Valve service | • Operating manuals |
| • Equipment inspection | • Air conditioning | • Asset labeling | • Hand tools |
| • Preventive maintenance | • Filter replacement | • Maintenance records | • PPE and safety codes |
| • Heating systems | • Belt service | • Work performance logs | |

PROFESSIONAL AFFILIATIONS

- HVAC technical training community, Franklin Technical Institute.
- Facilities maintenance and multi trade service teams, Pioneer Valley region.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST