

## John Carter

1234 Mukilteo Square  
Hempstead, NY 11550  
(123) 456-7890

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**Objective:** Air Conditioning Installer Supervisor in a reputed firm

### Highlights:

- Over 10 years of experience in air conditioning installation with several years in installation supervision.
- Successfully completed classes and seminars on air-conditioning components, system design, supervision and management in order to update skills.
- Able to handle multiple projects concurrently.
- Able to quickly learn and effectively teach new technologies and techniques.

### Qualifications:

#### Planning

- Inspected and measured buildings to determine airflow requirements and reviewed blueprints.
- Planned and drew layout and dimensions of ductwork.
- Obtained price quotations on materials from suppliers and purchased materials, such as sheet metal, compressors and fans.
- Scheduled air-conditioning installation assignments.

#### Management

- Supervised workers who fabricated, installed and repaired air-conditioning systems in commercial buildings.
- Supervised sheet metal fabrication in shop and resolved problems to maintain production schedule.
- Examined installed air-conditioning systems to verify that system was functioning.
- Compiled labor and material cost figures for billing purposes.
- Provided reports to management and met with other supervisors to discuss possible process improvements.

### Experience:

Fulton Corporation

#### **Air Conditioning Installer Supervisor**

Hempstead, NY

February 2008 to Present

- Visited potential commercial sites, provided cost estimates to potential customers, supervised workers and inspected completed systems.

Fulton Corporation

Hempstead, NY

**Air Conditioning Installer**

June 1999 to January 2008

- Installed and repaired air-conditioning systems in commercial buildings according to blueprints and layout designs provided by architects and supervisor.

**Education:**

New York City College

New York, NY

**Associate of Science in Mechanical Engineering**

- On Dean's List for three consecutive semesters

**References:** Available upon request