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Grace Li

HVAC Maintenance Technician

An HVAC maintenance technician with over five years of experience installing, repairing, and maintaining heating, ventilation, and air conditioning systems. Known for ensuring energy-efficient operations and prompt troubleshooting.

CONTACT

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 LinkedIn | Profile

 Boston, MA 02108

KEY SKILLS

- Vehicle diagnostics
- Repair and maintenance
- Electrical systems
- Preventive maintenance

EDUCATION

- AAS in HVAC Technology, Boston Technical College, Boston, MA | May 2015
- Certificate in Energy Efficiency, New England Institute | April 2016

PROFESSIONAL EXPERIENCE

AUTOMOTIVE MAINTENANCE TECHNICIAN | METRO AUTO SERVICE, DETROIT, MI
JUNE 2015 – PRESENT

- Performed routine maintenance and emergency repairs on over 200 vehicles, improving service turnaround by 30%.
- Developed maintenance schedules that reduced unexpected breakdowns by 20%.
- Utilized diagnostic tools to quickly identify and resolve issues.

MAINTENANCE ASSISTANT | CITY AUTO REPAIR, DETROIT, MI
JULY 2014 – MAY 2015

- Assisted senior technicians with repairs and routine maintenance tasks.
- Helped streamline parts inventory management, reducing repair times by 15%.
- Maintained accurate service records to ensure quality control.

CERTIFICATIONS

- EPA HVAC Certification - NATE Certification