

SA

Sarah Anderson

Maintenance Technician

Recent trade school graduate with hands-on training in HVAC, basic electrical, and plumbing. One year of apartment turn experience and a current EPA 608 Type II. Comfortable on a ladder, on a roof, and in a crawlspace.

CONTACT INFORMATION



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Akron, OH 12345

EDUCATION

Associate of Applied Science, HVAC and Refrigeration, Stark State College, 2023

EPA 608 Type II Certification, 2023

OSHA 10 Construction, 2022

KEY SKILLS

- Basic HVAC service and filter changes
- Plumbing fixture repair
- Drywall patch and paint touch-up
- Appliance troubleshooting (range, dishwasher, disposal)
- Ladder and lift safety
- Hand and power tools
- Work order apps (AppFolio, Entrata)
- Customer-friendly communication with residents

PROFESSIONAL EXPERIENCE

MAINTENANCE ASSISTANT I BUCKEYE CROSSING APARTMENTS, AKRON, OH

2023 – PRESENT

- Complete 12 to 18 work orders per week including toilet rebuilds, garbage disposal swaps, light fixture replacements, and minor drywall patching.
- Help the lead tech on HVAC service calls: pressure checks, capacitor swaps, condenser coil cleanings.
- Turn around 6 to 8 vacant units per month for new move-ins, including paint touch-up and appliance checks.
- Track parts pulled from the shop in a shared spreadsheet to keep inventory accurate.

FACILITIES HELPER (PART-TIME) I SUMMIT FAMILY YMCA, AKRON, OH

2022 – 2023

- Handled daily building checks: locker room plumbing, pool deck lighting, HVAC filter changes.
- Logged about 90 filter changes over the year across rooftop units and air handlers.
- Set up and broke down rooms for community events on weekends.