

Nicholaus Ruffin

Stans Heating & AC

Austin, TX 78738

nruffin95@gmail.com

+1 601 481 5048

I have an EPA license type I & II. Throughout the past year, I've excelled at performing maintenance & service with my current company Stans Heating & Ac. I am currently in school for computer information systems and I am looking for a remote position that will allow me to gain knowledge and experience with a company. I am very tech-savvy and well-groomed. I have extensive experience in HVAC which has allowed me to gain experience in customer's homes and places of work.

Willing to relocate: Anywhere

Work Experience

Service Technician

Stans Heating and AC - Austin, TX

November 2020 to Present

Performed System Maintenance on residential units and air handlers. Cleaning condenser units. Flushing drain lines & light service.

Courier/Delivery Driver

FedEx Express - Austin, TX

September 2016 to Present

Responsible for the delivery of the products to different destinations and locations.

Loads vehicles with listed packages and ensuring the packages are loaded correctly and taking precautions with fragile packages.

Operate the route efficiently to ensure that the scheduled pick-ups and deliveries for the day are completed as intended, and must manage time well.

Teller / Customer Service

Citizens National Bank - Meridian, MS

November 2014 to September 2016

Responsibilities

Counting cash, taking and maintaining deposits ,cashing checks, dealing with paper work & high value customers.

Accomplishments

I've caught many checks that we're dealing with fraud over \$100,000.

Skills Used

Personal skills , working skills , partnership skills

Sales Advisor / Tech support

At&t - Meridian, MS

January 2014 to August 2014

Sale customer needed equipment and provided support for customers wants/needs

Server

Olive Garden - Meridian, MS

February 2013 to January 2014

Managed closing duties, including restocking items and Fielded an average of 50 - 100 customer service calls per day.

Delivered exceptional service by greeting and serving customers in a timely, friendly manner.

Collaborated with other team members on special projects and events.

- Olive Garden / Employer - Darius Martin

February 2013 - January 2014

Providing An extraordinary Customer experience, Cleanliness, serving food and taking drink orders. Pace and upbuilding Environment

Managed Up to 12 - 15 Guest in one party

Education

Certification in Hvac

Central Texas Hvac & Refrigeration - Austin, TX

November 2020 to December 2020

High school or equivalent

Skills

- Customer Service (4 years)
- Customer Support
- Customer Care
- CSR
- Driver
- fast learner
- Driving
- Hvac Service Technician Experience (1 year)
- Refrigeration
- Mechanical Knowledge
- Electrical Experience
- Courier
- Appliance Repair
- Programmable logic controllers
- Maintenance

Certifications and Licenses

driver's license

EPA Certification

Present

Hvac Type 1 & 2 certified

EPA

August 2020 to Present

Assessments

HVAC technician — Proficient

December 2020

Designing, implementing, and troubleshooting commercial HVAC systems

Full results: [Proficient](#)

Basic mechanical knowledge — Familiar

May 2021

Understanding and applying mechanical concepts and processes

Full results: [Familiar](#)

Basic maintenance and repair — Proficient

April 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

Analyzing data — Highly Proficient

April 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

References

Gerod Smith - +1 (229) 395-4848

Marvin Maye - +1 (601) 862-4143

Richard McLaurin - (601) 668-4055