

# Davelon Coleman

## **HVAC/Building Analyst Candidate**

Baysprings MS

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601-760-0525

I am seeking a challenging position where customer and community care is provided to the greatest extent possible. The ideal position will allow me to utilize my client satisfactory experience and industrial experience in a paced society that is in a continuous demand for advancement and success. At leisure, I work independently troubleshooting both commercial and residential air conditioners and refrigerators and related equipment. I also attend meetings weekly for advance training in speech and communication development by means of theocratic activities.

- Excellent communication skills
- Intricate problem solving capabilities
- Organizational competency
- Extensive formal training in public speaking
- Detail oriented and adaptable
- Brisk learner

Authorized to work in the US for any employer

## Work Experience

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### **HVAC Contractor/Manager**

S & D Pro Heat & Air Co - Ridgeland, MS

August 2015 to October 2018

#### Responsibilities

As Manager of company, duties ranged from ensuring all HVAC jobs were completed according to our clients desired needs and results to obtaining new clients for service, installations, and/or repairs. Maintained a thorough record of all jobs completed and ensured that completion of jobs were well before their completion date. Also offered and arranged for participation in the MS Utility Companies Energy Assessment that helped all clients lower their monthly average electric bill.

#### Accomplishments

Provided customized payment plans and solutions to match up with all clients needs resulting in higher revenues and happier customers.

Provided quality over quantity customer service and workmanship by maintaining a clean and safe job site.

Clients were always aware of minor to major setbacks based on new findings that affected certain installs therefore establishing trust in the work scope being completed.

#### Skills used

Punctual, adaptable to newer HVAC equipment, comprehensive diagnostics, troubleshooting errors, and detailed management and record keeping. Consistent innovation and development of new and existing products and services. Knowledge of equipment being serviced, maintained, and installed. Plain ole common sense.

### **HVAC Contractor**

Brines Refrigeration - Detroit, MI  
September 2014 to January 2015

#### Responsibilities

Service, repair, and maintain all commercial major brands of walk-in refrigerators, walk-in freezers, & HVAC/R systems. My job involved interacting with clients and getting the job done right on the initial call. Calls that were not able to get done on the initial call for some clients like Home Depot, Rite Aid, GNC, etc required a call to the manager stating why.

#### Accomplishments

High ratio of completed calls.

Maintained a clean work truck as well as a clean on-the-job work site environment accomplished through hard work and good planning.

Customer service appeal through dress and grooming always gave our clients our commitment in how we view our job and work ethic.

#### Skills used

Excellent customer service, comprehensive repairing, diagnosing, troubleshooting, and installing split systems and roof top units. Kept a detail paper copy of work performed.

### **AC Service/Installation Tech**

Building Air Services - Largo, FL  
July 2013 to September 2014

#### Responsibilities

Serviced, repaired, and maintained all commercial major brands of refrigerators, walk-in freezers, & HVAC/R systems for Petco, Dollar General, Dollar Tree, Big Lots, etc. My job involved interacting with clients and getting the job done on the initial call.

#### Accomplishments

Maintaining a clean work environment and giving clients 100% outstanding service.

Completing each call the 1st time was achieved through hard work ethic and the ability to adapt to different circumstances.

Worked on 25 to 100 ton roof top units and split systems.

Gained experience in managing paperwork and helping other techs in installations and services.

#### Skills used

Used computer-based technology to upload service call notes and other important information.

Soldering and brazing on installation and repairs. Organized and completed calls on time as quoted.

### **HVAC Technician**

Sears INC - Jackson, MS

March 2012 to July 2013

#### Responsibilities

Serviced all major brands of residential refrigerators and freezers. Serviced and maintained all major brands of central AC units for both commercial & residential clients. Part of the job involved keeping completes per call up, maintaining a clean work environment, giving our customer 100% outstanding service and completing each call on the first visit, among other priorities.

#### Accomplishments

Turned in detailed paperwork of all calls per day on time.

Increased knowledge of computer based systems for hvac

Gained experience in servicing all types of appliances like water heaters, microwaves, ovens, and stove-tops,etc

#### Skills used

Adaptability with customers

Understanding and being able to calm irate customers

### **Temporary AC Tech**

Agnew Refrigeration - Louisville, MS

September 2011 to November 2011

#### Responsibilities

My duties as a AC Technician required building, bending, and insulating ductwork; Installing either commercial or residential units and servicing and maintaining calls were also required.

#### Accomplishments

Successfully completing calls according to our initial quote.

Exceeded my expectations and assisted the supervisor in management duties.

Experience in installing and servicing gas and electric water heaters

#### Skills used

Carpentry in building ductwork from the sheet metal to the finished product

Electrical experience in installations

## Education

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### **HVAC**

Jones Count Community College - Ellisville, MS

2005 to 2007

Jones County Junior College

## Certifications/Licenses

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### **Building Analyst Certificate**

November 2017 to November 2020

Obtain detailed training in how buildings whether commercial or residential can become more energy efficient through certain methods therefore lowering customers total yearly operating costs.

## **EPA**

### Additional Information

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Received training in welding and blue print workmanship. Gained experience in both commercial and residential construction, plumbing, heat and air, flooring, etc. by working alongside a non-profit organization that helps with the rebuilding of vast amounts of buildings and landscapes around the US. Currently working temporary with a company that provides installation, service, and maintenance work for both residential and commercial customers.

- EPA Certified as a Universal HVAC Technician
- Eight to ten years hands-on training received in school and in the field of work  
Certified as a Building Analyst as of November 2017 from BPI

### References

Brines Refrigeration Inc  
249-423-9680  
26400 Southfield Rd  
Lathrup Village MI 48076

Building Air Service  
888-528-3688  
6785 114th Ave  
Largo FL 33773

Agnew Sheet Metal Refrigeration Inc  
662-773-3561  
13614 Highway 490  
Louisville, MS