

Mark L. Gruber

Related Skills

- Building Analyst Professional, BPI Certification
 - NATE Certified and Universal Refrigeration handling license
 - Proven success with direct customer service and in selling equipment and service contracts
 - Experience with HVAC install, maintenance and repair
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2/2017-present

Easter Seals

New Brunswick, NJ

Document Imaging Clerk

- Responsible for document preparation prior to document scanning
 - Drive company vehicle to additional state facilities to relocate documents
 - Utilize pallet jack to relocate documents and pallets in warehouse
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12/2015- present

Focus Construction

North Brunswick, NJ

Crew Member/ Driver

- Maintained general landscaping/ snow removal for residential and commercial customers
 - Installed hardscaping, driveways, walkways, and removed trees/ shrubs
 - Handled general vehicle and equipment maintenance
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8/2010-8/2015

Service Experts

Branchburg, NJ

Service Technician/ Install Technician

- Serviced residential HVAC equipment, completed diagnostic evaluations, made service/ replacement recommendations, provided courteous customer service
 - Installed new HVAC and Indoor Air Quality equipment, and duct work
 - NATE Certified, Universal Refrigeration License
 - Used plumbing skills to install water heaters
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9/2007-8/2010

1-800-Got-Junk?

New Brunswick, NJ

Truck Team Member

- Provided estimates and executed sales to residential and commercial customers
 - Operated company dump truck, organized team on job site
 - Coordinated with customers onsite to ensure needs are met and job is completed
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Building Performance Institute, Inc.

Trenton, NJ

Building Analyst Professional

Somerset County Technical Institute

Bridgewater, NJ

NATE Certified, Universal Refrigeration License

Ohio Auto Technical College

Cleveland, OH

Automotive Technology

Rutgers Cooperative Extension

North Brunswick, NJ

Master Gardner's Intern

