KYLE MATSUMOTO

RESIDENTIAL HVAC SERVICE TECHNICIAN

CONTACT

kyle.matsumoto@email.com

(916) 555-0193

Sacramento, CA

linkedin.com/in/kylematsumoto

SKILLS

- Residential HVAC Service
- Troubleshooting
- Preventative Maintenance
- Gas Furnaces
- Heat Pumps
- Ductless Mini-Splits
- Electrical Controls
- Refrigerant Charging
- Customer Service
- Professionalism

EDUCATION

Certificate of Achievement

05/2023

American River College

Sacramento, CA

Heating, Ventilation and Air Conditioning

CERTIFICATES

EPA Section 608 Universal Certification

12/2023

U.S. Environmental Protection Agency

NATE Certification, Heat Pump Service

04/2025

North American Technician Excellence

SUMMARY

Residential HVAC Service Technician with 3 years of HVAC service experience on gas furnaces, heat pumps and ductless mini-splits in Sacramento homes. Uses careful troubleshooting to fix problems on the first visit, communicates clearly with dispatch and clients, and holds a 4.9-star customer service rating across 800+ reviews.

EXPERIENCE

Residential HVAC Service Technician

06/2024 - Present

Capital City Home Comfort — Sacramento, CA

Run residential service and maintenance calls for a 30-truck heating and cooling company.

- Completed **6** service and maintenance calls a day on average, fixing 90% of repair calls on the first visit.
- Diagnosed heat pumps and ductless mini-splits with inverter fault codes and refrigerant pressure readings, cutting repeat visits by 20%.
- Performed preventative maintenance on 400 club-member homes a year, renewing 85% of maintenance plans on site.
- Updated dispatch from every job with photos and notes, closing 100% of tickets by the end of each workday.

HVAC Helper

09/2023 - 05/2024

River City Air & Heating — Roseville, CA

Supported service and maintenance technicians on residential calls.

- Cleaned condensers, drains and blower wheels on 6 to 8 maintenance visits a day with a senior technician.
- Replaced capacitors, igniters and flame sensors on gas furnaces under supervision on 150+ service calls.
- Tested electrical controls and thermostats with a multimeter, logging every reading on the work order.
- Earned EPA 608 Universal certification in 3 months and moved to solo maintenance routes by month 8.