

# Matthew Poling

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Dedicated and hardworking HVAC technician-in-training with strong hands-on experience, EPA certifications, and a solid foundation in HVAC systems through academic and fieldwork. Seeking an entry-level HVAC technician position to apply technical knowledge, support experienced teams, and grow within the industry.

## Education

- **Harford Community College (HCC)**  
HVAC Apprenticeship Program, *Journeyman Program year 2, (c May 2028)*
- **Community College of Baltimore County (CCBC)**  
AAS in HVAC and Energy Technology, *May 2025*
- **Harford Technical High School**  
HVAC Program Graduate, *September 2021, May 2024*

## Certifications

- EPA 608 Certification: Core, Type I, Type II, Type III

## HVAC Experience

### **Green Comfort Systems-** Service Technician Apprentice

*June 2025- Dec 2025*

- Assist HVAC technicians with installation, diagnostics, maintenance, calculating estimates to prepare invoices, and more
- Handled tools and materials to support job efficiency and safety
- Gained practical experience with refrigerant handling, ductwork, and system troubleshooting

### **Southern States** — HVAC Helper

*July 2024 – August 2024*

- Assisted HVAC technicians with installations, diagnostics, and repairs of heating and cooling systems
- Handled tools and materials to support job efficiency and safety
- Gained practical experience with refrigerant handling, ductwork, and system troubleshooting

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## **Technical Skills**

- HVAC diagnostics and maintenance
- Refrigerant recovery and charging
- Basic electrical troubleshooting
- Ductwork installation and insulation
- Tool use and safety procedures
- Customer service and communication

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## **Awards & Achievements**

- Wakefern Food Corp Certificate of Outstanding Customer Service, May 2024
- High School Honor Roll (4 consecutive years)
- Maryland Scholar Certificate, May 2024
- 20 Square Feet Award, November 2020