

Joshua Kabasela

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SUMMARY

Motivated and dependable aspiring HVAC technician currently enrolled in the Heating and Air Conditioning Contractors of Maryland (HACCMD) apprenticeship program at Howard Community College. Seeking an HVAC Apprentice position to develop hands-on experience in installation, maintenance, troubleshooting, and repair of heating, ventilation, and air conditioning systems. Brings several years of professional experience in customer service, administrative support, safety and sterilization procedures, equipment preparation, and working as part of a team in a fast-paced clinical environment. Eager to learn, dependable, safety-conscious, and comfortable working with both customers and technical teams.

EDUCATION

Heating and Air Conditioning Contractors of Maryland (HACCMD) Apprenticeship Program

HVAC Apprenticeship Program

Howard Community College — Maryland

August 2026 – Present

Montgomery College — Maryland

Completed college coursework; did not complete a degree.

2020 – 2022

Winston Churchill High School — Maryland

High School Diploma

June 2020

EXPERIENCE

Front Desk / Clinical Support

Metropolitan Dental Specialty Group

2022 – Present

Maryland

- Assist patients with forms, appointments, scheduling, and general office needs.
- Communicate professionally with patients, dental providers, insurance companies, and other staff.
- Work with insurance companies to help obtain and communicate information related to patient services.
- Maintain accurate patient information and handle administrative responsibilities in a professional healthcare environment.
- Support the clinical team with sterilization procedures and maintaining a clean and organized work environment.
- Scan and organize patient and clinical documentation.
- Prepare dental procedure areas and equipment before appointments for doctors and hygienists.
- Break down and reset procedure areas following appointments.
- Follow established safety, sanitation, and infection-control procedures.
- Work efficiently as part of a team in a fast-paced environment while maintaining attention to detail.

Before & After School Care / Summer Camp Aide

BAR-T

2018 – 2020

- Provided before- and after-school care for elementary school-aged children.
- Assisted with daily activities while maintaining a safe, organized, and positive environment.
- Supervised children and followed established safety procedures.
- Worked as part of a team to support daily programming and activities.
- Served as a summer camp aide from 2019–2020, assisting with activities and daily camp operations.

TECHNICAL SKILLS

HVAC Apprentice Training
Customer Service
Professional Communication
Equipment Preparation
Workplace Safety
Sterilization & Sanitation Procedures
Attention to Detail
Teamwork & Collaboration
Problem Solving
Organization
Time Management
Working in Fast-Paced Environments
Patient & Customer Relations
Administrative Support
Willingness to Learn

HVAC TRAINING

Heating and Air Conditioning Contractors of Maryland (HACCMD) Apprenticeship Program; Howard Community College — Maryland; August 2026 – Present. Currently enrolled in an HVAC apprenticeship program. Developing foundational knowledge and skills related to heating, air conditioning, ventilation, and HVAC systems. Building technical knowledge through classroom and apprenticeship training. Preparing for a career as an HVAC technician through formal trade education and hands-on learning.

CAREER OBJECTIVE

To obtain an HVAC Apprentice position where I can apply the technical knowledge gained through my current apprenticeship program, learn from experienced HVAC professionals, and develop the hands-on skills necessary to become a successful HVAC technician.