

MATTHEW D EHLERS

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OBJECTIVE

My goal is to utilize my skills and gain more experience while working in an environment that offers a greater challenge

PROFESSIONAL EXPERIENCE

Arapahoe House | Facility Maintenance

Thornton, CO | Jan. 2015–present

- Performed service, preventative maintenance, and repair of commercial/residential heating, ventilation, air conditioning, and refrigeration equipment (e.g., lubricated belts and pulleys, changed belts, changed filters, cleaned coils, changed motors).
- Executed plumbing duties such as cleaning out sump pumps, installing urinals and toilets, showerhead replacement/repair, and unclogging toilets.
- Performed routine electrical maintenance including repairing or replacing: defective light switches, outlets, overhead lighting fixtures, light bulbs, fluorescent lamps, ballast, and light fixtures.
- Served as project coordinator for large-scale repair and new facility construction including building improvement constructions and renovations. Also coordinated the logistics around donations (e.g., clothing, furniture, food, office equipment).
- Tracked work progress in internal tracking system (Issuetrak) and provided interim updates and project completion notifications.
- Maintained an ongoing safety assessment and provided recommendations for improvement for both client and staff wellbeing.
- Performed general equipment repair on agency vehicles, lawn mowers, and miscellaneous equipment (e.g., key cutting machine).
- Completed general construction duties that included the installation of parking lot signs with a concrete base, painted interior and exterior walls, patched holes, created customized shelving, stained and sealed decks, tiled, grouted, caulked and sealed kitchens and bathrooms.

Facility Logic | Field Technician/Facility Maintenance

Denver, CO | Aug.—Dec. 2014

- Performed service, maintenance, and repair of commercial/residential heating, ventilation, air conditioning, and refrigeration equipment.
- Performed inspections and conducted periodic general preventive maintenance on building mechanical, electrical, and plumbing systems which involved normal lubrication, adjustment, cleaning, water treatment, and periodic testing of all building systems and equipment including but not limited to: air handling units, boilers, roof top units, VAV boxes, water heaters, swamp coolers, and ice machines.
- Assisted team members with installing, maintaining, troubleshooting and repairing HVAC, plumbing, and electrical equipment.
- Identified and made recommendations for building improvements to increase energy efficiency, dependability, and performance.

Home Depot | Merchandise Execution Associate

Brighton, CO | Jan. 2013—Aug. 2014

- Provided individual customer consultations to address issues and provided recommendations which drove sales results and allowed for constant comprehensive product knowledge.
- Merchandised products according to planogram and vendor specifications.
- Stocked shelves, faced products, and ensured proper placement of signage and vendor information.
- Traveled between stores in a 25 mile radius to setup seasonal displays and new product sets.

**United Refrigeration | Counter Sales/Technical Support
Ocean, NJ | Feb. 2011—May 2011**

- Assisted customers in troubleshooting equipment issues.
- Acquired correct replacement parts upon customer request.
- Maintained storefront and restocked equipment daily.
- Handled equipment returns and exchanges.

**Advantage Mechanical | Field Technician/Customer Service
Navesink, NJ | May 2009—Feb. 2011**

- Assisted with performing service, maintenance, installation and repair of commercial/residential heating, ventilation, air conditioning, refrigeration, and ice machine equipment.
- Organized, cleaned, and maintained stock of supply house as well as company vans.
- Maintained supply and tracking of refrigerant usage.
- Handled equipment returns when necessary with customers including vendors.

EDUCATION

**Monmouth County Vocational School
Freehold, NJ | Sep. 2009—May 2011**

Certifications Earned: HVAC-R Levels 1&2

- TracPipe repair and installation certification
- Manitowoc, Hoshizaki, Scotsman ice machine repair/clean/service certifications
- Gained practical and theoretical knowledge of refrigeration, heating, ventilation and air conditioning systems.
- ARI Universal Service Technician Certification

**Brookdale Community College
Lincroft, NJ | Jan. 2003—May 2005
Concentration: Business Management**

**Monmouth University
West Long Branch, NJ | Sep. 2002—Dec. 2003
Concentration: Artificial Intelligence**

**Monmouth County Vocational School
Middletown, NJ | Sep. 2000—June 2002**

Certifications Earned: Computer Information Technology

- Stage 1 & 2 of Cisco Certified Network Administrator (CCNA)
- Lucent Technologies Cable Technician Certification
- Microsoft Systems Administrator (MCSA)
- A+ Computer Certification

SKILLS

- Solid working knowledge of power tools, trade tools and multiple types of fork lifts
- Can communicate information and direction to others well
- Proficient with Microsoft Windows 3.11 – 7
- Proficient with Microsoft Word, Excel, PowerPoint, and Adobe Acrobat