

STEVEN J. HECKMAN



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Profile

Hardworking and personable individual with over a year's experience in HVAC and possessing a deep passion for the trade. 36 years old and newly married, I desire a long-term and rewarding career rather than simply a paycheck.

Personal Skills

Accurate
Active Listening
Adaptive
Conflict Resolution
Customer Service
Communication
Delegation
Detail-Oriented
Empathy
Fast Learner
Goal-Oriented Focus
Organization
Outgoing
Patience
Personable
Positive Attitude
Managerial Skills
Multitasking
Self-Motivated
Team Management
Technologically Proficient
Tenacity
Time Management

Specialized Skills

Adobe Acrobat DC
Adobe Creative Cloud
Adobe Lightroom CC
Adobe Photoshop CC
CAD Hypertherm's ProNest
Database Management
Email
Forklift Operation
Google Suite
HVAC
Marketing & Sales
Microsoft Access
Microsoft Excel
Microsoft Office
Microsoft PowerPoint
Microsoft Word
Social Media

Education

ITT Technical University/August 2007 – May 2009
Associates of Computer Drafting and Design

Oswego High School/August 1998 – May 2001
High School Diploma

Recent Work Experience

ASG Staffing/Menard's Distribution Center/January 2014 – July 2018
Forklift Operator/Shipping & Receiving

- Picked orders and dropped them off at specified locations.
- Loaded trucks with merchandise.
- Operated forklift safely daily.
- Assisted other employees when needed.

Anderson Heating & Air/May 2012 – December 2013
Installer/Maintenance Technician

- Removed old units and installed new ones as needed by the customer in a residential environment.
- Interacted with customers face-to-face on a daily basis.
- Cleaned and maintained units that were contracted to the company.
- Was in the process of learning how to service units on my own.

Fox Excavating/May 2004 – March 2007
Heavy Equipment Operator

- Operated everything from forklifts to excavators.
- Laid Schedule 40 pipe and topsoil.
- Dug out foundations.
- Maintained a safe work environment.

A Personal Word

Assisting others is what I do best. I am highly self-motivated, and strive to always be the best that I can be. When I am at work, work is what I focus on, but I also value the constructive and cooperative working relationships that I develop with others, and the act of maintaining them over time. I work hard and always bring my best attitude with me to every task I perform.