

KEELIA THOMAS

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PROFESSIONAL SUMMARY

Motivated entry-level HVAC professional with hands-on technical training in HVAC, solar, electrical, and carpentry fundamentals. Holds EPA 608, GPRO, OSHA 30, and 10-Hour SST credentials, with practical experience using hand and power tools including hammers, saws, electric saws, pliers, and drills. Brings a strong foundation in environmental science, safety awareness, organization, problem solving, and teamwork, with a strong willingness to learn and grow in the skilled trades.

TECHNICAL & PROFESSIONAL SKILLS

- HVAC Fundamentals
- EPA 608 Certification
- OSHA 30 & 10-Hour SST
- GPRO Certification
- Electrical Fundamentals
- Carpentry Fundamentals
- Hand & Power Tools
- Workplace Safety & Hygiene
- Problem Solving
- Organization & Time Management
- Teamwork & Communication
- Microsoft Office & Excel
- Google Sheets
- Multitasking
- Project Support

RELEVANT EXPERIENCE

Solar 1 Training Program | *New York, NY* June 2026 – July 2026

- Completed hands-on technical training in HVAC and solar systems, with exposure to foundational concepts in the skilled trades.
- Developed practical carpentry skills using hammers, saws, and electric saws in a hands-on training environment.
- Developed foundational electrical skills through hands-on use of pliers, drills, wires, screws, and related materials.
- Applied workplace safety practices through OSHA 30 and 10-Hour SST training.
- Earned GPRO, EPA 608, OSHA 30, and 10-Hour SST credentials upon completion of the program.

Thomas Threes Cleaning — Cleaner | *New York, NY* January 2025 – Present

- Clean and organize rooms across different facilities while maintaining orderly and presentable work areas.
- Follow workplace safety and hygiene practices while completing cleaning responsibilities.
- Demonstrate reliability, attention to detail, and the ability to work independently while maintaining facility standards.

ITN Networks — Intern | *New York, NY* June 2023 – May 2026

- Reviewed and compiled station reports and revisions, ensuring accurate information and supporting informed decision-making.
- Entered and maintained information in internal systems, supporting reliable data management and organized operations.
- Used Excel to organize, track, and update project records while maintaining consistent workflows.
- Collaborated with team members to verify report details and complete assignments accurately and on time.
- Adapted quickly to new assignments and demonstrated flexibility and willingness to support colleagues.

EDUCATION

St. John's University — Queens, NY | *Bachelor of Science, Environmental Science* | **Aug 2022 – May 2026**

St. John's University — Queens, NY | *Master's in Environmental Sustainability/Science* | **Sep 2026 – Present**

CERTIFICATIONS & TRAINING

- EPA 608 Certification
- GPRO Certification
- OSHA 30
- 10-Hour SST