



## **Marshall Carter**

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**OBJECTIVE:** To obtain a position, which will allow me to fully utilize and further develop my detail, oriented, inspecting and data collecting skills in an independent and team environment, while addressing any issues that will positively impact the critical success of the organization and the clients they serve.

### **Skills**

- Certified home inspector
- Property management
- Strong organizational and project management skills
- Vast knowledge of the natural gas industry
- Mapping and GIS land surveying knowledge and experience
- Excellent communication (written & verbal)
- Proficient in Microsoft outlook, word, & some excel
- Proficient in video editing (Final Cut Pro X)
- Photo editing and some graphic design
- Superior customer service skills
- Leadership Skills
- Team Player
- Detail Oriented
- Exceptional Problem Solving Skills

### **EDUCATION**

Western Kentucky University, Bowling Green, Kentucky  
2005-2007: Degree Seeking

Greenwood High School, Bowling Green, Kentucky  
Graduated May 1997

### **EMPLOYMENT**

- 2019- 2020 Home Improvement Specialist and Property Manager
- Property management
  - Commercial and residential improvements, repairs, and maintenance.
  - Assessing existing conditions, providing quotations and recommendations, and actually completing the physical work.

2007– 2019 Service Technician, Atmos Energy

- Promoted in 2009 from Meter Reader to Service Technician
- Conducting Pipeline patrolling surveys
- Survey Training:
  - M01: Surveying Leaks
  - M02: Conducting Pipeline Patrolling Surveys
  - M15: Leak Classification
- Additional Operating Qualifications (Not all OQ listed, many more not listed)
  - Construction/Service 101
  - Service 102
  - First Responder to a Natural gas emergency
  - Emergency Response
  - National fuel gas code NFPA 54
- Experience working with multiple crews on natural gas mains: steel and poly.
- Cross-trained in service, construction, and surveying.
- Respond to customer requests for service including connections, disconnections, leak and carbon monoxide investigations.
- Inform customer of needed repairs and answers basic questions.
- Ensure that customer understands and is satisfied with work completed.
- Read meter and records consumption for billing.
- Construction of meter loops
- Investigate, grade and repair leaks.
- May disconnect service as necessary and perform collection efforts on delinquent accounts.
- Replace and/or repair meters and regulators. Sets and removes meters as necessary.
- May be required to perform natural gas line location tasks.
- Perform activities to ensure responsiveness to natural gas and other emergencies.
- Complete and maintain accurate records and reports to comply with Company and regulatory requirements.
- Identify, address, and report safety and encroachment issues to their resolution and completion.
- Safe operation and inspection of assigned Company vehicles and equipment.
- Safety training

- 2008–2011. Owner/Operator, Marshall Carter Lawn & Landscape
- Effectively communicate with customer base regarding Job performance and expectaions
  - Prepare and maintain meticulous records via computer software
  - Prepare Monthly Invoices and Financial records
  - Ability to work long hours in extreme conditions
  - Time management
  - Ability to Maintain Raport with customers
  - Advanced knowledge and operation of equipment

- 2002–2007 Equipment Operator, Weyerhaeuser Company
- Advanced Knowledge of equipment
  - Ability to operate equipement efficiently
  - Effectively communicate information and instructions regarding operation
  - Prepare proper materials for upcoming orders
  - Ability to work as a team to accomplish end result

- 2001–2002 Installation, Lanham Stock Fence
- Construction of fences
  - General Labor
  - Time Management

- 2001–2001 Security Officer, Warner Brothers Studios
- Provide security for actors
  - Oversee movie sets by ensuring they stay secure
  - Maintain crowd control

- 1997–2006 Sales Representative, C&H Vending Inc
- Stock equipment with product
  - Maintain and repair all equipment
  - Outside Sales to gain new contracts
  - Forecast future sales and stock accordingly

- 1997–2001 Sales and Public Relations, Wholesale Electric
- Customer Service

- Effectively handled customer inquiries and orders
- Delivery of product to customers
- Vast knowledge of electrical supplies and equipment