

PERSONAL STATEMENT/OBJECTIVE

Seeking challenging opportunity to work with a company or organization to utilize my skillset of performing minor construction, overseeing projects and the performance of personnel to adhere to a schedule and budget. I assure that projects are done on a timely basis and with the best outcome for client satisfaction, and maintain constant communication with clients while providing appropriate oversight.

I have strong communications skills and love working with people. I also thrive on enabling eco-friendly practices, energy efficiency, reusing/recycling, and overall sustainability in planning and practices when the client understands and approves of this approach.

KEY SKILLS

- Skilled in facilities management for commercial and residential spaces, including minor building repairs and full building projects.
- Possess industry contacts for electricity, plumbing, heating, etc. (licensed and handy man).
- Proficient in energy management techniques and energy efficient alternative solutions for residential properties (energy analysis tests, metrics and methodologies).
- Exceptional work ethic, reliable and honest.
- Highly determined, adaptable and resourceful, with emphasis on performing quality work, striving to meet and exceed clients' needs and demands.
- Strong interpersonal skills, create and develop professional relationships, manage and maintain client relationships while working with staff/co-workers and management.

EDUCATION & CERTIFICATIONS

- **OSHA Certification** 10 and 30 hours construction safety and health (8/2014)
- **RESNET Home Energy Rating (HERS®) certification** • Southface Energy Institute, Atlanta GA (2008)
- **Bachelor of Arts** • History • Salem State College, Salem MA (1996-2000)
- **United States Army National Guard** • Infantry Squad Leader • Greenfield MA (1989-1995)

WORK EXPERIENCE**PERSONAL HOME RENOVATIONS, Washington DC, 2015-present*****Renovation Projects: Full Basement, 2nd Floor Bedroom***

- Basement: (pictures available)
Project goals: Make storage more efficient, renovate playroom to a "man cave" for tween and teen kids.
Completed: Reframed laundry/storage/closet area into three rooms (pantry, laundry and storage), installed drywall, mudding, painting. Repaired floor, installed tile floors, concrete base. In main room, built half wall to split room, built closets, built out alcove to support television on wall (plus other media), ran electrical wire to new plugs and changed out old plugs, installed laminate flooring. Installed baseboard throughout basement, in all rooms/closets. Installed drywall ceiling throughout. Removed old radiator (will install new one in spring). Oversaw and worked with electrician to run new wires to reframed room, and to clean up old wires from previous projects (before we bought the house).
- Bedroom: (pictures available)
Project goal: To make needed repairs around window and to make room more energy efficient.
Completed: Gutted room, made necessary repairs, insulated (foam and Roxol), removed old radiator and

installed new one, oversaw and finished electrical work, installed drywall, trim baseboard, painted, refinished floors. (pictures available)

DREAM CATCHER LLC, Washington DC, 2014- 2015

Project Manager/ Operations Manager

- Supervise multiple projects- crew safety, material provisioning , tool purchasing and maintenance
- Residential and Commercial renovations and additions, manages sub-contractors and staff.
- Obtain permits, schedules inspections.

EME INTERNATIONAL, Washington DC, 2013-2014

VP of Sales and Physician Recruitment

- Recruited medical professionals to join a Physician Network specializing in workers compensation claims.
- Managed database of 3500 clients including Insurance companies, law firms, state and local government agencies.
- Created marketing material for relaunching products and services as our industry needs changed.

UNITED STATES POST OFFICE, Washington DC, 2011-2013

Mail Carrier

- Managed daily interaction with management, customers, co-workers to complete tasks efficiently
Created relationships with members of the community
- Regularly met or exceeded deadlines, one of the few carriers to do so; because of this, I was one of three carriers chosen by management to work on the Capital Area Amazon Proof of Concept pilot program; our success resulted in a long-term contract and relationship between Amazon and USPS
- Volunteered for station-specific Green Team initiative

ENERGISTICS, LLC (PREVIOUSLY A FRANCHISE), Takoma Park MD, 2002–2013

Boutique fitness centers for women.

Owner/Partne/Facilities Manager

- Opened multiple fitness centers as original owner with partner, maintaining profitability throughout ownership.
- Oversaw facility management, including buildouts, maintenance, and energy efficiency efforts.
- Managed external marketing efforts, including developing community partnerships and attending festivals and events on behalf of the club.

DC ENERGY AUDITS, LLC, Washington DC, 2008–2011

Offered home and commercial energy audits, either HERS® accredited or independent.

Owner/Partner

- Established firm and managed all administrative and marketing functions
- Provided HERS® ratings onsite to residential and commercial clients and prepared audit reports
- Provided comprehensive energy and weatherization audits (non-HERS) and training to homeowners
- Helped clients prioritize building improvements based on ROI and client priorities
- Offered training sessions and informational packets to local businesses, and booths at street festivals

IMAGISTICS (FORMERLY PITNEY BOWES OFFICE SYSTEMS), Annandale VA, 2000–2003

Offered large office equipment, including copying and printing solutions.

Corporate Account Executive

- Developed base of accounts in assigned territory
- Consistently met or exceeded quota requirements
- Qualified as one of top 40 of 1500 sales personnel nationally in first full year (2001)

VOLUNTEER WORK

- Consulted with Elsie Whitlow Stokes Public Charter School, Washington DC, management to develop a comprehensive Green Plan. Components included energy efficiency, sustainability and earth-friendly landscaping practices. (2010-11)
- Volunteered with Kaboom playgrounds at EW Stokes PCS and Inspired Teaching PCS to build playgrounds for the kids at the school and neighborhood. (2011/ 2013)