

# Kyle Grentz

West Chester, PA - Email me on Indeed: [indeed.com/r/Kyle-Grentz/4e7f44530d7b8d46](https://www.indeed.com/r/Kyle-Grentz/4e7f44530d7b8d46)

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Facilities Engineer

Diversified Intelligence - Newark, DE - November 2015 to Present

Conducted facilities audits on all properties owned by the University of Delaware

Documented all mechanical, electrical, and plumbing equipment as well as roofing systems, bathrooms, windows, and paint

Reviewed hundreds of construction drawings and documents from the last 75 years to determine pieces of equipment still in operation

Worked with multiple levels of management in Maintenance & Operations, as well as Planning & Project Development

Conducted interviews with multiple Project and Department Managers to identify unfunded projects in both scope and expenditures with the intent on receiving funds for implementation

Compiled all findings in the field, as well as non-observable equipment from construction drawings & documents, into a database as well as projects that have already been funded

### Owner

KG General Contracting - West Chester, PA - January 2013 to Present

Responsible for the acquisition, planning, and execution of construction projects including roofing, siding & windows, decking, framing, kitchen and bathroom remodels, additions and complete home renovations.

Established a high level of trust, written and verbal communication, and professionalism with customers throughout the construction process.

Conducted and prepared energy efficiency audits for both commercial and residential clients

Prepared project proposals, 3D renderings, schedules, and invoices.

Acquired all necessary permits and worked with township inspectors.

Worked with customers and subcontractors, when necessary, to ensure projects stayed on schedule and within the project's budget.

### Project Manager

MCG Contracting - West Chester, PA - January 2015 to November 2015

Managed residential & commercial construction projects.

Coordinated various industry subcontractors on multiple jobs while maintaining a high level of communication, closure, and satisfaction with customers.

Completed multiple large scale construction projects, both residential and commercial, while remaining on a tight financial budget and timetable.

Managed multiple commercial and residential maintenance needs such as HVAC, plumbing, electrical, and general maintenance.

Trained maintenance employees to adequately handle a wide range of maintenance requests from general maintenance to various mechanical trades while maintaining positive customer relations.

### Operations Manager

Hurricane Power Washing - West Chetster, Pa - June 2008 to December 2012

Responsible for day to day operations of washing crew.

Performed and prepared estimates for commercial and residential customers.

Responsible for vehicle and equipment maintenance.

Created interactive website with custom forms to streamline communication between the customer and company.

Developed marketing strategies, and joined business networking groups to increase company exposure.

## EDUCATION

### **BS in Supply Chain & Information Systems**

Pennsylvania State University - State College, PA

2004 to 2008

## SKILLS

Microsoft Office (10+ years), Problem Solving & Resolution (10+ years), Database Creation and Maintenance (5 years), Residential and Commercial Project Management (6 years), High Knowledge of Building Systems