

Objective

Dedicated, driven and optimistic individual who has great work ethics. Seeking to obtain a secure entry level position with room for advancement.

Skills

Excel, Microsoft word, Phones, Construction, Sales Management, Sales, Operations Management, Hiring, Payroll, Carpentry, Electrical, Project Management.

Work Experience

Builder Development Executive

Valeo/Elwood Staffing - October 2014 – 2019

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturers instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

Builder

ABC Corporation - 2013 – 2014

- Owner and developer of model and custom homes including new construction single family, multi-family model and custom homes
- Averaged 15 homes per year
- Developed sales and marketing strategies to increase sales Skilled at estimating project costs, writing proposals and keeping home buyer costs competitive
- Scheduled and managed city multi-point inspections
- Managed construction supply orders, employees, and sub-contractors
- Daily job supervision of general labor and quality control
- Developed sales and marketing strategies to increase sales

Education

Diploma - (Lewis County High School)