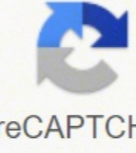


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ROBERT SMITH
Installation Engineer

E-mail: info@qwikresume.com

Phone: (0123)456-789

SUMMARY

Seeking an Installation Engineer position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

SKILLS

Leadership Skills, Technical Support, Customer Service.

WORK EXPERIENCE

Installation Engineer

ABC Corporation - January 2011 - February 2013

- Charged with guiding construction, maintenance/repair, energy conservation, environmental management, and real estate operations.
- Supervised 12 engineering and technical staff.
- Installed instrumentation and enhanced controls to remotely control chillers, heating, and ventilation equipment and lighting.
- Created energy operations center with the capacity to reduce energy consumption automatically during times of limited mission requirements.
- Authored and published a command energy policy that established temperature limits and savings requirements and incentives.
- Assisted with installing heating and air units in residential homes.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.

Installation Engineer

Delta Corporation - 2015 - 2018

- Excelled at customer service statistics, quality goals, and standard bonuses.
- Created automation for the Power-MHS screens so that the nightly reports could complete.
- Saved approximately \$76K (57% of total) monthly in electric costs by designing the program to install building automation systems in 10 facilities to provide the capability to centrally monitor and control energy use with web-based access to data.
- Responsible for project tasks as assigned within the technical area.
- Responsible for following the VA processes and procedures within the technical area.
- Executed deployment or decommissioning of simple and complex IT systems and network hardware.
- Efficiently troubleshoot connectivity issues in the data center and/or to telecommunication rooms.

Robert Smith

Construction Project Coordinator

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: linkedin.com/qwikresume

Address: 1737 Marshville Road, Alabama

SUMMARY

Construction Project Coordinator is now seeking to secure a challenging career, emphasizing, and increasing responsibility for personal growth and professional achievement where one may utilize skills.

SKILLS

Project Management, Construction, Construction Management, Showroom Construction, Millwork, Cabinetry, Luxury Construction, Resume Screening, Phone Screening, Meeting Planning, Interview Scheduling, Microsoft Office Suite, OpenHire, Data Input, Multitasking, Candidate Management.

WORK EXPERIENCE

Construction Project Coordinator

ABC Corporation - September 2006 - September 2014

- Performed challenging assignments involving the development, execution, supervision, and coordination of all technical aspects of the construction project.
- Maintained first-level quality assurance to confirm that the work is in accordance with the plans, specifications, and industry standards.
- Monitored material procurement and deliveries to ensure timeliness in support of construction activities and schedule within the assigned discipline.
- Ensured that materials received meet specifications and established standards of quality. Responsible for oversight of the owners construction effort, including the technical liaison between the owner, general contractor, user, and related agencies.
- Ensured that construction requirements are made known to the project team in a timely manner and obtain construction responses to the needs of other members of the project team.
- Performed planning and design work for large multi-phase new construction, renovation, and improvement projects.
- Prepared and reviews construction statements of work, cost estimates, and project schedule.

Construction Project Coordinator

Delta Corporation - 2002 - 2006

- Overseeing all matters of the assignment.
- Kept track of all equipment and its use, Set up deliveries of material and equipment to the site.
- Manage 90-120 people.
- Ensured that materials received meet specifications and established standards of quality. Responsible for oversight of the owners construction effort, including the technical liaison between the owner, general contractor, user, and related agencies.
- Ensured that construction requirements are made known to the project team in a timely manner and obtain construction responses to the needs of other members of the project team.
- Performed planning and design work for large multi-phase new construction, renovation, and improvement projects.
- Prepared and reviews construction statements of work, cost estimates, and project schedule.

EDUCATION

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