Requested By: Mickenhime, Lorree

Requested Date: Wednesday 10/17/2018 07:52 AM EDT

Announcement Number: 1810196LMMP

Vacancy Resume Type: Accept USAJOBS resume builder OR USAJOBS uploaded resume types

Filtered By Location(s): None

General Services Administration
All Applicant Data Report
Announcement Number: 1810196LMMP
Position Title: Building Manager (Field Office Manager)
Staging Area Number: SA-GSA-0001
Certificate Number: 1810196LMMP-NONCOMP-13
Certificate Location(s): Auburn, WA(US)

(b) (6)
[redacted]

Highest Grade: 13

Availability: Job Type: Permanent
Work Schedule: Full-Time
Shift Work

Work Experience: DISA
08/2017 - Present
2001 Brainard Road
Salary: $92,014.00 USD Per Year
Fort Huachuca, AZ 85613 US
Hours per week: 40
Series: 1640
Pay Plan: GS
Grade: 13
Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Operation specialist
DISA is getting ready to shut down my division as directed by DOD. I am looking for new position doing the same type of job.
Direct Facilities support for center. Oversees and coordinates all facilities activities pertaining to constructions, maintenance and repair, grounds and equipment, procurement, storage and inventory of equipment and supplies; utilization of buildings to include scheduling, utilities management, safety, fire prevention, security and custodial services; management of assigned personnel and contractors; control of funds and project. Direct the work involving maintenance and repair of exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as plumbing, electrical, air conditioning, high voltage

electrical, industrial controls and equipment, and other related trades on complex locations.Develop, plan, prioritize, schedule, execute maintenance and construction repairs to all facilities and provide customer interface. I plan use of workers/contractors, equipment, facilities, and materials on a job, week-to-week and/or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor; coordinates work with supporting or related work functions controlled by other supervisors; .Schedules life safety and housekeeping. Reviews fort policies as they relate to Utilities Service and coordinates review comments with staff at DISA, including any recommended changes. Ensures staff compliance with base policies and all JCAHO and regulatory (OSHA, EPA, etc.) requirements. Control work operations in accordance with established Work guidelines of the National Historic Preservation Act (NHPA)Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$10,000 to over $5 million. Manage equipment,facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Ensure all facility management operations and actions,both construction and ongoing maintenance functions, Have is experience managing large office buildings or large office complexes including assigning tasks to staff; improving customer and client agency satisfaction with building services; negotiating service contracts and lease provisions; preparing service contracts; developing maintenance programs; evaluating and monitoring building operations, maintenance, repair, custodial, recycling, environmental management and alterations, etc. to ensure compliance with agency requirements and standards. Manage all in-house and contractor activities engaged in the operation, maintenance, repair, update or replacement of heating, air conditioning, ventilation, refrigeration, plumbing, high pressure steam systems and building control systems.
Oversee emergency repairs and ensure the readiness of all emergency standby capabilities. Review designs and specifications for heating, ventilation, and HVAC, refrigeration, plumbing, and control systems. Review work in progress and, upon completion, changes in work plans and assignments. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations. Conduct diversity recruitment activities. Manage a complex, multi-layered maintenance operation. Work with both trades and professional staff in carrying out a wide range of planning, design, and compliance and construction functions.Develop and manage an Asset Management Plan.Request funds in the Project Management Information System.

Department of the Army
02/2016 - 07/2017
821 McClellan Avenue
Salary: $85,230.00 USD Per Year
Fort Leavenworth, KS 66027-1361 US
Hours per week: 40
Series: 1640
Pay Plan: GS
Grade: 12-7
Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Facility Operations Specialist
THIS IS AN OBLIGATED POSITION: Direct Facilities support for Training center, Leavenworth. Oversees and coordinates all campus facilities activities pertaining to constructions, maintenance and repair, grounds and equipment, procurement, storage and inventory of equipment and supplies; utilization of buildings to include scheduling, utilities management, safety, fire prevention, security and custodial services; management of assigned personnel and contractors; control of funds and project. Direct the work of 8 mechanics/workers, Electronic Industrial Controls Mech, Industrial Equipment Mech, Electronics Mech,Maintenance Mech, Boiler Plant Equip Mech, Carpentery,Roofing, general

General Services Administration
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Certificate Location(s): Auburn, WA(US)

repairs in a variety of tasks involving maintenance and repair of exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as plumbing, electrical, air conditioning, high voltage electrical, industrial controls and equipment, and other related trades on complex locations.Develop, plan, prioritize, schedule, execute maintenance and construction repairs to all facilities and provide customer interface.Certify employee work hours. I plan use of subordinate workers, equipment, facilities, and materials on a job, week-to-week and/or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor; coordinates work with supporting or related work functions controlled by other supervisors; determines the number and types of workers needed to accomplish specific projects; determines skills, materials, and equipment required to do the work; redirects individual workers and resources to accomplish unanticipated work; and informs upper management of the need to revise work schedules and re-estimate labor and other resources.Schedules leave, encourages participation in base-wide programs, alerts employees on safety and housekeeping. Initiate disciplinary action when needed. Reviews and recommends changes in maintenance procedures. Reviews base policies as they relate to Utilities Service and coordinates review comments with staff, including any recommended changes. Ensures employee compliance with base policies and all JCAHO and regulatory (OSHA, EPA, etc.) requirements. Control work operations in accordance with established Work guidelines of the National Historic Preservation Act (NHPA)Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$10,000 to over $500,000. Manage equipment,facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Ensure all facility management operations and actions,both construction and ongoing maintenance functions, Have is experience managing large office buildings or large office complexes including assigning tasks to staff; improving customer and client agency satisfaction with building services; negotiating service contracts and lease provisions; preparing service contracts; developing maintenance programs; evaluating and monitoring building operations, maintenance, repair, custodial, recycling, environmental management and alterations, etc. to ensure compliance with agency requirements and standards Set up performance plans for employees.Evaluate employee performance.Take appropriate disciplinary actions.Manage all in-house and contractor activities engaged in the operation, maintenance, repair, update or replacement of heating, air conditioning, ventilation, refrigeration, plumbing, high pressure steam systems and building control systems.
Oversee emergency repairs and ensure the readiness of all emergency standby capabilities. Review designs and specifications for heating, ventilation, and HVAC, refrigeration, plumbing, and control systems.Recommend awards for performance.Review work in progress and, upon completion, changes in work plans and assignments.Maintain a balanced workload among subordinates and proper distribution of work projects, funding, staff, equipment and materials.Interview and recommend the hiring of subordinate staff.Recommend promotions, reassignments, awards, and other personnel actions. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations.Counsel employees concerning performance. Conduct diversity recruitment activities.Resolve employee complaints and/or grievances.Manage a complex, multi-layered maintenance operation. Work with both trades and professional staff in carrying out a wide range of planning, design, and compliance and construction functions.Develop and manage an Asset Management Plan.Request funds in the Project Management Information System.

VA American lake
12/2014 - 02/2016
9600 Veterans Drive
Salary: $39.52 USD Per Hour
Lakewood, WA 98496 US
Hours per week: 40

General Services Administration
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Announcement Number: 1810196LMMP
Position Title: Building Manager (Field Office Manager)
Staging Area Number: SA-GSA-0001
Certificate Number: 1810196LMMP-NONCOMP-13
Certificate Location(s): Auburn, WA(US)

Series: 4701
Pay Plan: WS
Grade: 12-3
Supervisor:(b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

M&O Supervisor, FMS
Direct all Facilities support for American Lake VA, Tacoma. Direct the work of 28 mechanics/workers,1 supervisor and 1 workleaders,in the following trades: AC Equipment Mechanics,Pipefitter, Electronic Industrial Controls Mech, Industrial Equipment Mech, Electronics Mech,Maintenance Mech, Boiler Plant Equip Mech, Carpentery,Roofing, general repairs in a variety of tasks involving maintenance and repair of exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as plumbing, electrical, air conditioning, high voltage electrical, industrial controls and equipment, and other related trades on VA-Hospital complex Seattle/American Lake/8 CBOC locations. Act as M&R Chief when he is absent.Develop, plan, prioritize, schedule, execute maintenance and construction repairs to all facilities and provide customer interface.Certify employee work hours. review Vista daily. I plan use of subordinate workers, equipment, facilities, and materials on a job, week-to-week and/or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor; coordinates work with supporting or related work functions controlled by other supervisors; determines the number and types of workers needed to accomplish specific projects; determines skills, materials, and equipment required to do the work; redirects individual workers and resources to accomplish unanticipated work; and informs upper management of the need to revise work schedules and re-estimate labor and other resources.Set performance standards and reviews work of employees. Determine training needs of employees and ensures training is provided and documented. Schedules leave, encourages participation in base-wide programs, alerts employees on safety and housekeeping. Initiate disciplinary action when needed. Reviews and recommends changes in maintenance procedures. Reviews base policies as they relate to Utilities Service and coordinates review comments with staff, including any recommended changes. Ensures employee compliance with base policies and all JCAHO and regulatory (OSHA, EPA, etc.) requirements. Control work operations in accordance with established Work guidelines of the National Historic Preservation Act (NHPA)and guidelines of Planning, Environment, and Public Comment (PEPC). Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$10,000 to over $1 million.Responsible for managing equipment in facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Ensure all facility management operations and actions,both construction and ongoing maintenance functions, are conducted in accordance with all pertinent Occupational Safety and Health Administration (OSHA)43. HAVE experience managing large office buildings or large office complexes including assigning tasks to staff; improving customer and client agency satisfaction with building services; negotiating service contracts and lease provisions; preparing service contracts; developing maintenance programs; evaluating and monitoring building operations, maintenance, repair, custodial, recycling, environmental management and alterations, etc. Manage all in-house and contractor activities engaged in the operation, maintenance, repair, update or replacement of heating, air conditioning, ventilation, refrigeration, plumbing, high pressure steam systems and building control systems.
Oversee emergency repairs and ensure the readiness of all emergency standby capabilities. Review designs and specifications for heating, ventilation, and HVAC, refrigeration, plumbing, and control systems.
Recommend awards for performance.Review work in progress and, upon completion, changes in work plans and assignments.Maintain a balanced workload among subordinates and proper distribution of work projects, funding, staff, equipment and materials.Interview and recommend the hiring of subordinate staff.Recommend promotions, reassignments, awards, and

other personnel actions. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations.Counsel employees concerning performance. Conduct diversity recruitment activities.Resolve employee complaints and/or grievances.Manage a complex, multi-layered maintenance operation. Work with both trades and professional staff in carrying out a wide range of planning, design, and compliance and construction functions.Develop and manage an Asset Management Plan.Request funds in the Project Management Information System. Plan and coordinate short and long range design/construction program and bu

Bureau of reclamation
10/2014 - 12/2014
500 Fir street
Salary: $38.52 USD Per Hour
Boulder City, NV 89005 US
Hours per week: 40
Series: 4749
Pay Plan: WB
Grade: 12

Maintenance Foreman
Worked as supervisor/foreman over 12 staff members in maintenance department. Transferred to Washington VA for promotion.

VA- Boise
07/2013 - 11/2014
500 West Fort Street
Salary: $31.08 USD Per Hour
Boise, ID 83702 US
Hours per week: 40
Series: 4749
Pay Plan: WS
Grade: 10-2
Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

HVAC/Plumbing/Boiler plant Supervisor
Took Promotion to second level supervisor:Direct the work of 15 mechanics/workers on three shifts,in the following trades: AC Equipment Mechanics,Pipefitter, Electronic Industrial Controls Mech, Industrial Equipment Mech, Electronics Mech,Maintenance Mech, Boiler Plant Equip Mech, in a variety of tasks involving maintenance and repair of exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as plumbing, electrical, air conditioning, high voltage electrical, industrial controls and equipment, and other related trades on VA-Boise Hospital complex. Act as M&R Supervisor when he is absent.Certify employee work hours. review Vista daily. I plan use of subordinate workers, equipment, facilities, and materials on a job, week-to-week and/or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor; coordinates work with supporting or related work functions controlled by other supervisors; determines the number and types of workers needed to accomplish specific projects; determines skills, materials, and equipment required to do the work; redirects individual workers and resources to accomplish unanticipated work; and informs upper management of the need to revise work schedules and re-estimate labor and other resources.Set performance standards and reviews work of employees. Determine training needs of employees and ensures training is provided and documented. Schedules leave, encourages participation in base-wide programs, alerts employees on safety and housekeeping. Initiate disciplinary action when needed. Reviews and recommends changes in maintenance procedures. Reviews base policies as they relate to Utilities Service and coordinates review comments with staff, including any recommended

changes. Ensures employee compliance with base policies and all JCAHO and regulatory (OSHA, EPA, etc.) requirements. Control work operations in accordance with established Work guidelines of the National Historic Preservation Act (NHPA)and guidelines of Planning, Environment, and Public Comment (PEPC). HAVE experience managing large office buildings or large office complexes including assigning tasks to staff; improving customer and client agency satisfaction with building services; negotiating service contracts and lease provisions; preparing service contracts; developing maintenance programs; evaluating and monitoring building operations, maintenance, repair, custodial, recycling, environmental management Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$10,000 to over $1 million.Responsible for managing equipment in facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Ensure all facility management operations and actions, both construction and ongoing maintenance functions, are conducted in accordance with all pertinent Occupational Safety and Health Administration (OSHA) 43. . Identify training and developmental needs of employees. Set up performance plans for employees.Evaluate employee performance.Take appropriate disciplinary actions.Manage all in-house and contractor activities engaged in the operation, maintenance, repair, update or replacement of heating, air conditioning, ventilation, refrigeration, plumbing, high/low pressure steam systems and control systems.
Oversee emergency repairs and ensure the readiness of all emergency standby capabilities. Review designs and specifications for heating, ventilation, and HVAC, refrigeration, plumbing, and control systems.
Recommend awards for performance.Review work in progress and, upon completion, changes in work plans and assignments.Maintain a balanced workload among subordinates and proper distribution of work projects, funding, staff, equipment and materials.Interview and recommend the hiring of subordinate staff.Recommend promotions, reassignments, awards, and other personnel actions. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations.Counsel employees concerning performance. Conduct diversity recruitment activities.Resolve employee complaints and/or grievances.Manage a complex, multi-layered maintenance operation. Work with both trades and professional staff in carrying out a wide range of planning, design, and compliance and construction functions.Develop and manage an Asset Management Plan.Request funds in the Project Management Information System. Plan and coordinate short and long range design/construction program and

GSA
07/2012 - 07/2013
819 Taylor street
Salary: $73,000.00 USD Per Year
Fort Worth, TX 76102 US
Hours per week: 40
Series: 1670
Pay Plan: GS
Grade: 12
Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Equipment Specialist/COR
Series: 1670 Pay Plan: GS Grade: 12
Equipment Specialist/COR (This is a federal job)
Energy Management Section Plan and schedule work assignments on project-by-project basis on schedules and priorities. Review work orders,equipment material requirements and methods to be used to meet established deadlines.Control work operations in accordance with established work guidelines of the National Historic Preservation Act (NHPA)and guidelines of Planning, Environment, and Public Comment (PEPC). Assign tasks to workers and redirects the use of resources within area of responsibility. Recommend changes to

establish deadlines/priorities procedures and work sequences. Guide building managers and contractors in making work changes effective and within budget.Implement OSHA standards to meet goals of the organization,provide guidance and advice regarding business management strategies, approaches, and methodologies.Oversees studies to develop,analyze,evaluate and advise on improving the efficiency and effectiveness of work. Provide technical,operational and administrative supervision over several diverse mission groups; instructs employees on safety requirements for job assignments; observes and corrects unsafe behavior; reviews and reports loss incidents in accordance; initiates corrective measures for violations of the OSHA standards; and directs periodic safety inspections of all workplaces.Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$100,000 to over $3 million.Responsible for managing equipment in facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Prepare, review plans, specifications and make recommendations for changes on a variety of construction/equipment and maintenance projects. Plan and coordinate short and long range planning/bugets for complex and multifaceted design and construction program which involved both professional engineering and landscape architecture and included in-house and outside/contracted projects. Drafts various technical reports and correspondence related to building and preventive maintenance programs.Propose new techniques, policies and procedures to management for program improvements; Guards against waste,fraud and mismanagement by working closely with procurement personnel to assure that document preparation estimates,and billings for reimbursable work and other type procurements or contracts are accurate and complete.Experience in wide range of building management principles,concepts and practices that are cost effective as well as the ability to understand the needs and requirements of building tenants to provide customer satisfaction; Experience with building management operations to include mechanical and building maintenance,and all local construction,electrical and environmental codes;Experience with principles and practices related to overall building construction and preventive maintenance; .Assign work to employees of the logistics and maintenance staff via subordinate supervisors and leaders. Review work;production reports and takes corrective actions.Inform staff of management goals/objectives Develop and manage the Asset Management Plan. Currently developing contract specifications for sustainable and/or energy-efficient utility systems (e.g. photovoltaic or solar power systems,heat plates and boilers).Ensure established procedures are implemented at the mission level for mobilization.Review and evaluate effectiveness of logistical and material readiness program areas,determine course of corrective or initial action,develop plans. Provide supervision and management functions for two state region. Specialized experience in planning and management of maintenance program involving multiple components (HVAC,Plumbing,Electrical,buildings,water and wastewater)

US NAVY, Marines
01/2012 - 07/2012
3552 Barrnett Ave
Salary: $33.00 USD Per Hour
3252 Barnett Ave
Hours per week: 40
Series: 4749
Pay Plan: WS
Grade: 10-2
Supervisor:(b) (6) [redacted]
Okay to contact this Supervisor: Contact me first
Quantico, VA 22134 US

HVAC/Elect/boiler Shop Supervisor
US NAVY, Marines
3252 Barnett Ave
Quantico, VA 22134 United States 01/2012 - 07/2012

General Services Administration
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Announcement Number: 1810196LMMP
Position Title: Building Manager (Field Office Manager)
Staging Area Number: SA-GSA-0001
Certificate Number: 1810196LMMP-NONCOMP-13
Certificate Location(s): Auburn, WA(US)

Salary: 33.00 USD Per Hour
Hours per week: 40
Series: 4749 Pay Plan: WS Grade: 10-2
HVAC/Elect Shop Supervisor (This is a federal job)
Supervisor: (b) (6) [redacted]
Took promotion to GS12:
Direct the work of 48 mechanics/workers and 3 work leaders in the following trades: AC Equipment Mechanics, Electrician, Pipefitter, Electronic Industrial Controls Mech, Industrial Equipment Mech, Electronics Mech, High Voltage Electrician, Maintenance Mech, Boiler Plant Equip Mech, in a variety of tasks involving maintenance and repair of exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as plumbing, electrical, air conditioning, high voltage electrical, industrial controls and equipment, and other related trades on Quantico Marine Base Va. I plan use of subordinate workers, equipment, facilities, and materials on a job, week-to-week and/or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor; coordinates work with supporting or related work functions controlled by other supervisors; determines the number and types of workers needed to accomplish specific projects; determines skills, materials, and equipment required to do the work; redirects individual workers and resources to accomplish unanticipated work; and informs upper management of the need to revise work schedules and re-estimate labor and other resources.Set performance standards and reviews work of employees. Determine training needs of employees and ensures training is provided and documented. Schedules leave, encourages participation in base-wide programs, alerts employees on safety and housekeeping. Initiate disciplinary action when needed. Reviews and recommends changes in maintenance procedures. Reviews base policies as they relate to Utilities Service and coordinates review comments with staff, including any recommended changes.Manage all in-house and contractor activities engaged in the operation, maintenance, repair, update or replacement of heating, air conditioning, ventilation, refrigeration, plumbing, high/low steam boilers and control systems. Oversee emergency repairs and ensure the readiness of all emergency standby capabilities. Review designs and specifications for heating, ventilation, and HVAC, refrigeration, plumbing, and control systems.
Ensures employee compliance with base policies and all JCAHO and regulatory (OSHA, EPA, etc.) requirements. Control work operations in accordance with established Work guidelines of the National Historic Preservation Act (NHPA)and guidelines of Planning, Environment, and Public Comment (PEPC). Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs on project from$10,000 to over $1 million.Responsible for managing equipment in facilities, assets and locations as Contracting Officers Representative (COR) and serves as COTR on construction/equipment design contracts of various sizes. Ensure all facility management operations and actions, both construction and ongoing maintenance functions, are conducted in accordance with all pertinent Occupational Safety and Health Administration (OSHA) 43. Assure equal opportunity in all personnel decisions and management actions for subordinate employees. Identify training and developmental needs of employees. Set up performance plans for employees.Evaluate employee performance.Take appropriate disciplinary actions.Recommend awards for performance.Review work in progress and, upon completion, changes in work plans and assignments.Maintain a balanced workload among subordinates and proper distribution of work projects, funding, staff, equipment and materials.Interview and recommend the hiring of subordinate staff.Recommend promotions, reassignments, awards, and other personnel actions. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations.Counsel employees concerning performance. Conduct diversity recruitment activities.Resolve employee complaints and/or grievances.Manage a complex, multi-layered maintenance operation. Work with both trades and professional staff in carrying out a wide range of planning, design, and compliance and construction functions.Develop and manage an Asset Management Plan.Request funds in the Project Management Information System. Plan and

General Services Administration
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Certificate Location(s): Auburn, WA(US)

coordinate short and long range design/construction program and budgets

LDS Church
(b) (6) [redacted]
Bremerton/WA and Camp Hill, WA US
Hours per week: 20

Regional Facilities Manager/Maintenance
Plan and schedule work assignments on a daily or project-by-project basis on schedules and priorities equal to a GS13 government worker. Review work orders,equipment material requirements and methods to be used in order to meet established deadlines.Control work operations in accordance with established work procedures and standard practices.Assign tasks to workers and redirects the use of resources within area of responsibility.Recommends changes to establish deadlines priorities procedures and work sequences.Work with other Church Leaders and contractors to make work effective and within budgets.Review and implement OSHA standards to meet goals of the organization,Provide guidance and advice regarding business management strategies, approaches, and methodologies.Oversees studies to develop,analyze,evaluate and advise on improving the efficiency and effectiveness of work.Provide technical, operational and administrative supervision over several diverse mission groups, using subordinate supervisors;instructs employees on safety requirements for job assignments;observes and corrects unsafe behavior;reviews and reports loss incidents in accordance; initiates corrective measures for violations of the Occupational Safety and Health Act standards; and directs periodic safety inspections of all workplaces.Annually review, update and enforce various safety plans and programs such asrespirator,hearing protection,HAZCOM,etc.Review and take needed action to comply with requirements of EPA,various Codes,and Standards.Duties include long range planning and coordination for activities such as equipment repair,cyclic repair/rehab,equipment replacement,and preventive maintenance programs.Responsible for managing equipment in facilities, assets and locations as Contracting Officers Representative (COR)on construction/equipment design contracts of $10,000 to$ 3.8 million.Prepare and review plans and specifications and make recommendations for changes on a variety of construction/equipment and maintenance projects.Establishes deadlines,priorities,and work sequences and plans work assignments based on general work schedules, methods and policies;Drafts various technical reports and correspondence related to building and preventive maintenance programs.Propose new techniques, policies and procedures to management for program improvements; Guards against waste,fraud and mismanagement by working closely with procurement personnel to assure that document preparation estimates,and billings for reimbursable work and other type procurements or contracts are accurate and complete.Experience in wide range of building management principles,concepts and practices that are cost effective as well as the ability to understand the needs and requirements of building tenants to provide customer satisfaction; Experience with building management operations to include mechanical and building maintenance,and all local construction,electrical and environmental codes;Experience with principles and practices related to overall building construction and preventive maintenance;Conduct audits, accountable for hand receipts and develops supply policy/procedures.Assign work to employees of the logistics and maintenance staff via subordinate supervisors and leaders. Review work;production reports and takes corrective actions.Informs staff of management goals/objectives;Ensure established procedures are implemented at the mission level for mobilization.Review and evaluate effectiveness of logistical and material readiness programs areas,determines courses of corrective or initial action,develops plans. Provide supervision and personnel management functions for subordinate staff of 40 members in 22 operation locations covering 218 buildings.Specialized experiences in planning and management of maintenance program involving multiple components (HVAC,Plumbing,Electrical,buildings,water and wastewater). Ensure all facility management operations and actions, both construction and ongoing maintenance functions, are conducted in accordance with all pertinent Occupational Safety and Health Administration (OSHA) 43. Assure equal opportunity in all personnel decisions and management actions for subordinate employees. Identify training and developmental

needs of employees. Set up performance plans for employees.Evaluate employee performance.Take appropriate disciplinary actions.Recommend awards for performance.Review work in progress and, upon completion, changes in work plans and assignments.Maintain a balanced workload among subordinates and proper distribution of work projects, funding, staff, equipment and materials.Interview and recommend the hiring of subordinate staff.Recommend promotions, reassignments, awards, and other personnel actions. Assign, direct and review the work and performance of subordinate supervisors/workleaders involved in construction and maintenance operations.Counsel employees concerning performance.

Block and Barrel Construction
(b) (6) [redacted]
bremerton Wa
Salary: $60,000.00 USD Per Year
Tacoma, WA 98411 US
Hours per week: 40
Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Yes

Owner/foreman
Supervisor: responsible for the overall administrative and technical direction and coordination of the interdisciplinary shop workforce.
Determine resource requirements and materials.Coordinate work with supporting or related work functions controlled by subcontractors and state agencies. Assign work to employees and provides technical direction in accomplishing difficult work steps and processes.
Responsible for and determines training needs of employees and arrange for its accomplishment, set performance standards, and make informal/formal appraisals of employees.
Counsel employees on problems. Take corrective action on conduct or performance problems. Investigate grievances and complaints; attempts informal resolution through discussion with employees .
Perform building maintenance, construction and repair tasks that require knowledge and application of a variety of trade practices associated with such occupations as electrical, plumbing, painting, carpentry, pipe fitting, air-conditioning and refrigeration. ELECTRICAL: install, modify, repair, troubleshoot (tracing and locating defects), load and test new and existing electrical lines, circuits, systems, fixtures, controls and equipment working from building plans, blueprints, wiring diagrams, engineering drawings and electrical maintenance and repair manuals. PLUMBING: install, modify, and repair new and existing utility, supply, and disposal systems, such as sewage, water, oil, and gas distribution systems, and fixtures and equipment t and working from building plans, blueprints, work orders, and sketches to plan and lay-out routing, placement, slant, slope, fall, and proper operation of new and existing systems and equipment.CARPENTRY: construct and repair a wide variety of structural items such as building frames, rafters, concrete forms, walls, staircases, door and window frames, interior and exterior trim, and miscellaneous items such as workbenches, counter tops, bookcases, equipment cabinets, computer consoles, and items requiring limited decorative trim and molding. PIPE FITTING: install, modify, repair and maintain new and existing heating, water, septic and drainage systems as well as hydraulic and high-pressure air, high and low pressure steam, gas and chemical systems. AIR CONDITIONING: install and maintain a variety of air conditioning systems that provide for heating, cooling humidifying, dehumidifying, etc., and you will be expected to recognize the cause of faulty equipment and make repairs to HVAC building management system for optimum performance.
Knowledge of troubleshooting, inspecting, and/or tracing hard-to-locate defects or problems.Ability to read and interpret blueprints, diagrams, sketches, and technical specifications, to plan and organize work assignments to include determining resources required to accomplish mission,to implement sound personnel policies, practices, and procedures, to communicate effectively, both orally and in writing.

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Position Title: Building Manager (Field Office Manager)
Staging Area Number: SA-GSA-0001
Certificate Number: 1810196LMMP-NONCOMP-13
Certificate Location(s): Auburn, WA(US)

Education: Peirce College
Lakewood, WA US
(b) (6) [redacted]

Relevant Coursework, Licensures and Certifications:
Construction Management: Students can expect to master such topics as print reading, construction documents, materials and methods, building codes, estimating, scheduling, safety and accident prevention, and project management. In addition, program graduates will make important connections with the local construction community through their internship and other networking opportunities.
Negotiation and mediation is conducted by identifying obstructions between and among opposing positions, expressing "common ground", expressing your areas for compromise, proposing potential solutions, and seeking outside assistance (perhaps even legal) when necessary.
Explanations will include, but not be limited to (1) all elements of a construction project divisions 1-16 (CSI Protocol); (2) the interdependence or the organizational triad among construction owner, client and consultant; (3) relationships between assembly of materials and systems; and (4) prioritization and allocation of resources that meets a strict time line.
Orally explain project details originating from a blue print or specifications.
Written plan uses standard industry language and complies with all OSHA/WISHA standards.
Use CAD, databases and estimator software in the management of construction projects.
Using computerized industry software, produce a schedule that conforms to time limits based on "critical path planning."
Produce a completed estimate that accurately measures and calculates material quantities.
Know where to access and be able to understand the application of International Building Codes as they apply to construction management.
Based upon a forecast of project costs, create a job cost report and complete various accounting and billing processes.

Peirce College
Lakewood, WA US
Technical or Occupational Certificate - (b) (6) [redacted]
40 Quarter hours
Relevant Coursework, Licensures and Certifications:
Occupational Safety and Health: Occupational Safety and Health professionals work to prevent accidents and health hazards to workers, the community, and the environment. They are employed in every industry, including public and private companies, as well as with physicians, engineers, and management teams to eliminate work-related injuries and illness. They also respond to emergency preparedness and homeland security issues.
Prevent harm to workers, property, the environment, and the general public by identifying hazardous conditions and practices and implementing alternative practices and/or corrective measures.
Promote occupational health and safety within organizations by communicating to workers and management about risks and hazards and training workers how to prevent risks and hazards and how to protect themselves while performing various job related tasks.
Collect data on work environments for on-going analysis that may predict risks and hazards and identify sources of exposure and/or contamination.
Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan.
Advise management on how to increase worker productivity through raising morale and reducing absenteeism and equipment downtime while savings on insurance, workers' comp. benefits, and litigation expenses by presenting cost effective safety and health prevention measures.
Respond to an accident or incident by utilizing emergency response plans, investigating

the event, assisting the worker(s) with immediate and long term rehabilitation with a focus on returning to work and by promoting corrective action to prevent a similar incident from happening again.
Maintain complete safety and health records as required by law and by company policy and preparing.

Divers Instatute of Seattle
Seattle, WA US
Technical or Occupational Certificate - (b) (6)
40 Quarter hours
Major: Commercial Diving
Relevant Coursework, Licensures and Certifications:
7-month program in commercial diving is comprised of the following subjects, taken in the order listed.
Physics
Medicine
CPR, First Aid, O2 Provider, AED
Chamber
Light Weight Intro I and II
Rigging
Offshore
HAZMAT I
HAZMAT II
Welding
Underwater Welding
Underwater Cutting and Burning
NDT (Dye Penetrant Level I and Magnetic Particle Level II)
Hydraulic Tools
Salvage
SCUBA: Open Water Certification
Inland
Open Water Deep Dives I
Open Water Deep Dives II
Open Water Deep Dives III
HeO2/FINALS

Police Academy-Washington State
Monroe, WA US
Technical or Occupational Certificate (b) (6)
Major: Police/Law Enforcemnet

Job Related Training: OJT training with local 286 union HVAC training course over 2000 hours, HVAC training, EPA, Journeyman HVAC, Journeyman Carpenter, DDC controls, Basey, Alerton.Johnson Controls, Honeywell, Centinal, Pro-Action and Barber-Colman. Have done training classes in Alerton for 4 years, programming and control installations for 10 years.
Masters HVAC Administrator License from the state of Kentucky in the year 1995. Have received a Seattle Boilers license class#2 and #4 , refrigeration license, Gas piping License, and Wa state business hvac license in the year 2001(all were current until 2009)
Heavy equipment training on large lawn tractors, back hoe, bulldozers, trenchers, and bucket trucks through Snohomish County employee training program.
Prevent harm to workers, property, the environment, and the general public by identifying hazardous conditions and practices and implementing alternative practices and/or corrective measures.
Promote occupational health and safety within organizations by communicating to workers and management about risks and hazards and training workers how to prevent risks and hazards and how to protect themselves while performing various job related tasks.

General Services Administration
All Applicant Data Report
Announcement Number: 1810196LMMP
Position Title: Building Manager (Field Office Manager)
Staging Area Number: SA-GSA-0001
Certificate Number: 1810196LMMP-NONCOMP-13
Certificate Location(s): Auburn, WA(US)

Collect data on work environments for on-going analysis that may predict risks and hazards and identify sources of exposure and/or contamination.
Conduct job site inspections and determine which areas may not be in compliance with State and Federal laws and/or employer policies.
Design programs to control, eliminate, and prevent disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors as well as prepare an emergency response plan.
Advise management on how to increase worker productivity through raising morale and reducing absenteeism and equipment downtime while savings on insurance, workers' comp. benefits, and litigation expenses by presenting cost effective safety and health prevention measures.
Respond to an accident or incident by utilizing emergency response plans, investigating the event, assisting the worker(s) with immediate and long term rehabilitation with a focus on returning to work and by promoting corrective action to prevent a similar incident from happening again.
Maintain complete safety and health records as required by law and by company policy and preparing.
Communication will meet standards of business writing and contain standard industry language.
Oral communications will assert the speaker's position and invite others to share their opinions. Recognize the interrelationship among your own behaviors, values, attitudes, reputation and business opportunities.
Identify skill strengths and challenges in others so that you can highlight strengths and provide constructive coaching on challenges.
Negotiation and mediation is conducted by identifying obstructions between and among opposing positions, expressing "common ground", expressing your areas for compromise, proposing potential solutions, and seeking outside assistance (perhaps even legal) when necessary.
Explanations will include, but not be limited to (1) all elements of a construction project divisions 1-16 (CSI Protocol); (2) the interdependence or the organizational triad among construction owner, client and consultant; (3) relationships between assembly of materials and systems; and (4) prioritize and allocation of resources that meets a strict time line.
Orally explain project details originating from a blue print or specifications.
Written plan uses standard industry language and complies with all OSHA/WISHA standards.
Use CAD, databases and estimator software in the management of construction projects.
Using computerized industry software, produce a schedule that conforms to time limits based on "critical path planning."
Produce a completed estimate that accurately measures and calculates material quantities.
Know where to access and be able to understand the application of International Building Codes as they apply to construction management.
Based upon a forecast of project costs, create a job cost report and complete various accounting and billing processes.
The business plan identifies markets and geographic areas to pursue, potential clients, competition, consulting firms in the market, potential projects, resources to support the plan, revenue goals, earnings goals, general administration expenses, and timeline.
product meets the clients expectations.

Professional Publications: n/a

Additional Information: General computer skills,can work at heights,confine spaces,leadership activities at work and church functions. Scout Leader 10 years scout leader/high adventure guide also.

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Announcement Number: 1810196LMMP

Document Name: USJOBSResume

Tele (b) (6) [redacted]

RESUME

(b) (6)

[redacted]

WORK EXPERIENCE:

General Services Administration August 2005 – Present

- June 2016 to Present – Occupancy Administration Program Manager, Auburn, WA. GSA Region 10 Program Manager for Lease Management, Facility Management, Concessions, Overtime Utilities, Delegations, and Workload Analysis. As a program manager I serve as the Region 10 policy and guidance lead, program manager, and liaison to GSA National Office.
- April 2015 to June 2016 – Building/Lease Management Specialist, Seattle, WA. Part of a three person team that manages the 865,147 SF Jackson Federal Building (JFB) and the 305,771 SF Old Federal Office Building (FOB). Primary responsibilities include acting as the Contracting Officer's Representative (COR) for the JFB and the FOB Custodial and Landscaping Contracts, acting as the COR for the JFB Cafeteria Contract, small projects support for both the JFB and the FOB, and backup and support to the Lead Property Manager. This position until recently also included the lease management of the 174,000 SF lease contract for the Environmental Protection Agency's Regional Office. Successes include:
  1. Recommended and provided justification for the early termination of the JFB Cafeteria Contract.
  2. Successfully implemented significant cost cutting measures for both the JFB and the FOB custodial and landscaping contracts.
  3. Resolved a yearlong dispute between the EPA, GSA, and the Lessor over unenforceable lease contract security requirements.
  4. Currently assisting with Region 10 roll out of the new National Computerized Maintenance Management System.
- December 2011 to December 2015 – Lease Management Specialist, Seattle, WA. Responsible for all aspects of Lease Administration after move-in (Post Occupancy) for

17 lease contracts ranging in size from 900 RSF to 174,000 RSF. This included managing small projects, researching and resolving monetary and service level discrepancies between agencies and Lessors, and researching and resolving facility and Lease contracting service complaints/concerns. Successes included:

1. Assisted with the successful completion of the EPA's prospectus level tenant improvement project.
2. Saved the Internal Revenue Service more than $40,000 in two different lease locations by clarifying and negotiating the maintenance, repair, and replacement obligations for Lessor owned network cooling systems.
3. Stepped in and completed a lease move in project that was failing, and received recognition for a job well done from the Agency's Regional Administrator along with the PBS Acting Regional Administrator.

- August 2009 to November 2011—Property Manager, 911 Property Management Office (PMO), Portland, Oregon. The 911 PMO consisted of five federally owned and managed office/warehouse buildings: 911 Federal Building (FB)--312,452 SF; 511 FB—137,284 SF; Vancouver FB—21,724 SF; Custom’s House—100,698; and the Troutdale Warehouse—50,617 SF. Responsible for tenant satisfaction, budget operations, and oversight of the facilities operations and maintenance. Successes included:
  1. Assisted with the successful completion of an ARRA project that included the replacement of the Boilers, chillers, building automation system, and the installation of a green roof.
  2. Significantly improved tenant satisfaction scores for the 911 FB from 2009 to 2011.
  3. Assisted with the sale and transfer of the US Custom House and the 511 FB.
- October 2007 to July 2009—Lead Property Manager, Richland PMO, Richland, Washington. The Richland PMO consists of the US Courthouse, FB, and US Post Office in Richland, Washington—386,583 SF; and the US Courthouse in Yakima, Washington—58,279 SF. Responsible for tenant satisfaction, budget operations, and oversight of the facilities operations and maintenance. For a brief period (6 months) during this time, I also managed five US Border Stations on the US/Canada Border. Successes included:
  1. Started negotiations between the US Courts and the Department of Energy for the transfer of the second

floor of the Richland Federal Building for the build out of a new judges chamber.

2. Assisted with the successful move-in of the first Veteran's Administration Community Based Outpatient Clinic in Federally owned space.
3. Assisted with the successful move in of the IRS Tax Assistance Center.
4. Worked with the Concessions Program Manager to replace the Richland Federal Building cafeteria licensee.

- August 2005 to September 2007–Building Management Specialist, Facilities Operations Support Branch, Auburn, Washington. Part of a three person team with oversight of the GSA Region 10 Operations and Maintenance Program. Responsibilities included reviewing Contractor performance to ensure Contractor was performing prescribed maintenance, costs were fair and reasonable, tenant satisfaction remained high, and buildings were being operated in an efficient manner. Successes included:
  1. Worked with the national overtime utilities group to create an OTU spreadsheet calculator.
  2. Worked with Regional Office teammates to create a national training aide for the new OTU spreadsheet.

Research Management Consultants, Inc. (b) (6) [redacted]

Treaty Assistant, Pueblo Chemical Depot, Pueblo, Colorado. Responsible for providing administrative, logistical, and local area networking support for the Treaty Compliance Office at the Pueblo Chemical Depot. Successes included earning the highest inspection rating of “Excellent” one year after earning a “Un Acceptable” rating, and then maintaining the rating for two sequential inspections.

Energy Billing Systems, Inc. (b) (6) [redacted]

Asst. Programmer/IT Lead, Colorado Springs, Colorado. As a member of a four-person IT team, Responsible for maintaining all aspects of the company's information technology and phone system infrastructure. Successes including creating a customer service database used for tracking daily customer calls and requests for service.

Western Pacific Airlines/Mountain Air Express (b) (6) [redacted]

Compliant Resolution Official and Resolution Assistance Team Member, Colorado Springs, Colorado. Investigated and personally addressed (both written and orally) all customer complaints and concerns using monetary compensation, flight adjustments, and/or regulatory/policy explanations.

EDUCATION:

- Colorado State University - Pueblo (Formerly, University of Southern Colorado), Pueblo, Colorado. (b) (6) [redacted]
- Pikes Peak Community College, Colorado Springs, Colorado. (b) (6) [redacted]
- Washington High School, Tacoma, Washington. (b) (6) [redacted]

HOBBIES:

(b) (6) [redacted]

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Announcement Number: 1810196LMMP

Document Name: USJOBSResume

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OBJECTIVE

To obtain the Field Office Manager position with GSA in Auburn, Washington and utilize my program and facility management experience to ensure superior facilities are provided for the customer agencies and the community.

EXPERIENCE

Operations Manager, GS-1101-13, General Services Administration (GSA), Pittsburgh, PA (November 2015-Present)

- Provide oversight and leadership to the property management group in the GSA Pittsburgh Field Office responsible for the operation and management of Federally owned and leased spaces throughout western Pennsylvania
- Areas of experience include the following: Design, Construction, Building Management, Space Planning, Leasing, Procurement, Safety, Environmental Management, and Project Management and Delivery
- Supervise staff including lease administrators, building managers, maintenance staff, and administrative staff
- Responsible for the implementation and adherence to policies and regulations including property management, life safety, fire safety, occupational safety, hazardous waste and materials, procurement, and contract administration
- Plan and execute procurements as well as review and approve procurement requests that fall within the Operations Manager realm of responsibility
- Involved in the development and execution of projects involving building operations, repair and alterations, energy management, rental of space, and initial space buildouts
- Participate in source selections for construction and service contracts including operation and maintenance, janitorial and repair and alteration contracts
- Analyze and evaluate funding priorities based on availability of funds, need, and urgency
- Play an active role in Facility Security Committees for all sites and ensure proper operation and follow through on all actions
- Conduct performance appraisals for staff including identifying and recognizing strengths and weaknesses, providing constructive feedback, and assisting in personnel development opportunities
- Provide guidance to contracting officer's representatives responsible for the administration of contracts involving operations and maintenance, custodial, and concessions
- Identify and pursue opportunities for improvement in operational efficiency for Federally owned buildings

- Ensure staff maintains certifications through completion of required training and performance of duties
- Oversee management of GSA fleet vehicles for the Pittsburgh Field Office

Building Manager, GS-1176-12, General Services Administration (GSA), Pittsburgh, PA (February 2014-November 2015)

- Manage the William S. Moorhead Federal Office Building in Pittsburgh, PA including facilities, maintenance, custodial, and concessions
- Optimize performance and efficiency of building operations
- Ensure compliance with all GSA and federal policies including interpretation and implementation of all new and existing policies
- Perform Contracting Officer's Representative duties including contract monitoring, enforcement, and adherence for contractors in operation and maintenance, custodial, and food services
- Ensure customer tenant needs are met in regards to safety, security, and workspace comfort
- Respond to and resolve tenant emergencies and requests as a main contact for the GSA facilities management team
- Participate on the Green Team, addressing energy conservation and recycling efforts
- Coordinate permit needs, safety and health inspections, and various other duties that require a synergistic relationship with local, state, and federal representatives
- Develop plans and schedules for future improvements and maintenance required to meet current and future facility needs
- Play major role in capital project teams encompassing all aspects of facilities
- Coordinate with the Federal Protective Service and tenant security committee to ensure the safety of all tenant agency employees
- Complete duties assigned by the Operations Manager in various subject areas including, but not limited to energy management, operations of buildings, hazardous material management, and building history database
- Manage Federal Bureau of Investigations lease location in Pittsburgh, PA ensuring lease compliance, resolution of lease issues, managing various projects, and facilitating a positive landlord-tenant relationship

Construction Control Representative, GS-0809-12, General Services Administration (GSA), Pittsburgh, PA (August 2009-February 2014)

- Manage diverse, simultaneous construction projects for numerous federal government agencies in various leased and owned spaces in the Pittsburgh Metro area
- Scope of projects include operations and maintenance, mechanical, plumbing, electrical, security, energy conservation, initial space build-outs, and minor office renovations
- Typical work includes estimating, scope development, obtaining contractor bids, scheduling, contracting, as well as managing the day-to-day issues of projects

- Team with the Building Manager and Operation and Maintenance contractor to determine scope and necessity of building repairs and renovations
- Assist project engineers from the GSA Regional Office in Philadelphia with on site day-to-day construction management for projects that include full architect/engineer design coordination
- Develop project budgetary estimates and manage the project budget from inception to completion
- Execute acquisitions for projects while interpreting and complying with Federal regulations
- Act as Contracting Officer's Representative on projects and provide management and agency representatives with progress reports and interpretations of technical aspects of projects
- Solicit bids for work utilizing various contracting sources including but not limited to multiple award indefinite delivery indefinite quantity (IDIQ), direct award, micropurchase, and general schedule contracts
- Manage pre and post-award contracting duties of the Contracting Officer's Representative on all assigned projects
- Coordinate project execution and facilitate communication between contractors, GSA, and tenant agencies such as United States District Courts, United States Marshals Service, United States Attorney, United States Secret Service, Internal Revenue Service, and Social Security Administration
- Act as the Pittsburgh Field Office's subject matter expert on Electronic Project Management (ePM)
- Manage Social Security Administration lease location ensuring lease compliance, resolution of lease issues, and facilitating a positive landlord-tenant relationship
- Responsible for training new construction control representatives in all aspects of GSA operations and execution of our mission
- Assigned as coach to new intern employee requiring oversight and involvement in development of employee

EDUCATION

University of Pittsburgh, Pittsburgh, PA

(b) (6) [redacted]

KEY COURSES AND TRAINING

- Construction Management
- Construction Finance and Cost Control
- Engineering and Sustainable Development
- Green Building Design and Construction
- OSHA 10 Hour Construction
- OSHA 10 Hour General Industries
- Facility Infrastructure Fundamentals
- National Electric Code
- Managing Projects in Organizations

- Leadership Skills and Techniques
- BOMI Budgeting and Accounting
- BOMI Fundamentals of Facilities Management
- BOMI Design, Operation, and Maintenance of Building Systems Parts I & II

RELATED SKILLS AND CERTIFICATIONS

Computer Software: MS Office Suite, Primavera, AutoCAD, Electronic Project Management (ePM, GSA's project tracking and management tool)

Certifications: Engineer-in-Training (EIT), Contracting Officer's Representative Level III, Federal Acquisition Certification for Program and Project Managers Level II (FAC-P/PM)