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OBJECTIVE

I am seeking employment with a company so I can utilize my experience and further my education in the renewable, electrical and gas industry. As a team player, I would be a valuable asset to help further and enhance company goals.

2009-Present

CAN-FER

Business Development

Travel 6 states visiting cooperatives introducing CAN-FER promoting installation of distribution and transmission lines as well as substations, foundations, gas pipe line installation, directional drilling and safety programs

2007-2009

United Cooperative Services

Energy Conservation Manager

Manage energy conservation program for United

Completed over 1000 energy audits to date

Complete monthly REP comparison reports to show market trends

Write and develop monthly energy topics and deliver to employee groups and for insertion in Texas Coop Magazine

Administer rebate program for United

Conduct infrared camera test on homes and businesses

Calculate adjustments for overcharged accounts

Conduct in home energy audits whereby I make recommendations via letter or email about how Members can save money

Advise Members on energy efficient building methods

Certify Energy Star homes by checking and assuring Members of the quality they received from their Energy Star builder

Community and Public relations including speeches and home show display booths

Conduct commercial audits and produce recommendation reports as to energy efficient lighting, dairy efficiencies, school lighting and hvac and industrial energy audits

Develop energy saving programs to help community and Cooperative members

2000-2007

United Cooperative Services

Area manager – indirectly managed and responsible for 70 employees

Key Account management and promoted business development to encourage large potential customers to switch providers to United

Community and public relations in surrounding areas (7 cities)

Member service activities (promoting United programs, promotions, civic events, schools, and meetings and banquets)

Work with local charities, such as United Way, Carter Blood Center, Toys for Tots, and others

Performed safety programs in schools and other civic groups

Implemented energy audit programs, performed in-house audits, scheduled and conducted audits, and reported back to members with results

Performed monthly REP Comparison Reports

Conducted United Rebate Program

1994-2000

Manager for Tri-County Propane and Chevron

Manage 20 employees, 3 propane offices, and 1 gasoline station
Administrate all billing and budgetary issues
Pay employees weekly and semi-monthly
Schedule full and part-time employees
Interview and hire e prospective employees
Evaluate employees for promotions or termination's
Service planning directing and coordination
Customer relations and public relations
Project estimating, proposals, and bids

1192-1994

Owner/Manager of Energy Management Business (Cell-U-Safe)

Project estimating, planning, research and coordination, and proposals
All client and associate relations
Supervise all crews, up to 6 employees
Billing, collections, ordering, and all budgetary matters
Commercial and residential energy audit
Blower door operations and testing

1978-1992

Customer Service Representative for Texas Electric Service Company

All customer and associated relations and public relations
Provide electric service(residential and commercial) i.e. Designed lines for each class
Billing inquiries and explaining billing procedures
Service investigation, assuring facility operation
Rate investigation, determination of correct billing rated
Facility inspections-ensure safe and dependable electric service
Maintain safe working conditions and practices
Customer advisement of TESCO Energy programs

EDUCATION

1990-1992

Bachelor Science-Business Management (LeTourneau University-Longview, Texas)

1979-1986

Pursuing BSEE (University of Texas in Arlington)

1979

Associates Degree in Engineering Technology-Power Option (Tarrant County Junior College-Fort Worth, Texas)

1978

Associates in Applied Science Business (Tarrant County JC-Fort Worth, Texas)

1977

High School Diploma-DeLeon High School (DeLeon, Texas)

COMPUTER SKILLS

Microsoft Works
Microsoft Excel
Power Point
Internet

LICENSES & CERTIFICATES

Certified RyeNovator - Energy Specialist (Expired)
Member - Energy Raters of America (Expired)
Specialized training in Energy Management – OSU energy audit program

AWARDS RECEIVED

Rotary – 2009 Paul Harris Fellow Award