

# Name and Address Info Redacted

## OBJECTIVE

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To acquire a challenging position where I can enhance my leadership skills, facilitate problem solving, and improve quality assurance and training knowledge while providing quality service to the community.

## SKILLS

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31 Years Experience  
Project Management  
Contract Administration  
Skilled Trainer and Supervisor  
Successful Communicator  
Dedicated and Responsible Worker  
Strong Leader  
Welder  
Copper pipe installer

Painting  
Exceptional Equipment Operator  
Certified Landscape Technician  
Certified Pesticide Applicator  
CPR and AED Certified  
Certified Forklift Operator  
Oregon Class A CDL  
PEX pipe installer

## PROFESSIONAL EXPERIENCE

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### CREW LEADER, CITY OF LAKE OSWEGO

June 2015 – Present

I am responsible for all City of Lake Oswego parks facilities, the Water Sports Center, Adult Community Center, Tennis Center, and Christ Church Parish for their maintenance. I coordinate with the City's facilities department for their work in parks facilities and the needs of the Parks department. I prepare Scope of Work, Request for Bids, and Request for Quotes for Parks Facility repairs and remodeling. Once the contract has been awarded, I gather the information and submit the paperwork to the Contractor Administrator. I collaborate with architects, facility managers and contractors for parks projects and oversee the day to day work. I am part of the project team for the ACC, and the Tennis Center remodel. This past year we have completed projects including the \$196,000 Swim Park repair and replacement, and \$700,000.00 parks restroom replacements at East Waluga and George Rogers Park. Projects currently working on include a \$300,000.00 Water Sports Center repair and replacement, and \$49,000.00 Millennium Park interactive fountain revamp.

### SENIOR UTILITY WORKER, CITY OF LAKE OSWEGO

June 2012– 2015

Coordinated and managed special projects throughout the department, including research and implementation of most cost-efficient strategies. Trained coworkers in equipment operation and techniques. Special projects included welding, woodworking, repairs and equipment tune ups, fencing and other construction projects. Instrumental in developing a safety training video and internal time sheet for staff use. Managed the department's seasonal employees. Used leadership skills to successfully train seasonal workers. Worked closely with coworkers and

community members to develop positive relationships and improve customer service techniques.

### **UTILITY WORKER, CITY OF LAKE OSWEGO**

June 2009 – 2012

Responsible for maintenance of irrigation systems in Lake Oswego parks and athletic fields. Through responsible water management, including reduction of water times and installation of more efficient equipment, successfully saving 14,531,396 gallons of water since 2009 and significantly reduced department costs by \$309,289.76 based on the \$2.08 per unit that we are charged for water.

### **FIELD SUPERVISOR/PROJECT MANAGER, SECOND NATURE LANDSCAPE**

March 2005 – June 2009

Produced, implemented, and executed projects from start to finish. Met with potential clients to coordinate needs, created estimates, produced contracts, procure materials, and ensure project was completed on time using established budget. Responsible for quality assurance and ensuring client satisfaction.

### **SPECIAL SERVICES PROJECT MANAGER, TEUFEL LANDSCAPE**

April 2000 – March 2005

Responsible for finishing Teufel projects on time and under budget. Began with organization as Foreman and rose to Contract Administrator and then Project Manager. Excelled through hard work, efficiency, and dedicated commitment. Developed strong interpersonal skills needed to successfully manage and lead a team. Projects included completion of extensive project at the Portland Airport, North Clackamas High School and completing 5 jobs at the Southern Oregon Satellite Office and closing it down. Duties included checking estimates against blueprints, ordering project materials, producing contracts, and managing subcontractors. Learned to effectively communicate with customers, subcontractors and employees.

## **EDUCATION and ACCOMPLISHMENTS**

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Hillsboro High School, Hillsboro Oregon, High School Diploma.

Portland Community College, 2 terms Plant Identification and Irrigation Design.

Portland Community College, 2 years Nursing, no degree.

United States Military Honorably Discharged with a service connected disability.

Accommodation ribbon from commanding General for appearance and exemplary service award.