

Assistant Operations Team Leader

Responsible for maintaining the physical plant equipment.

Responsible for preventative maintenance of all knives making equipment.

Helped plan out the new physical plant being built in Idaho for the company move.

Responsible for space planning of both office and cubicles as well as placing the knife making equipment.

1994-2004

Arrowhead General Insurance

San Diego, CA

Facilities and Telecom Manager

Responsible for programming and troubleshooting the Mitel SX2000 PBX, the Sony VMX Voicemail system, and the Smart answer auto attendant.

Supervised the building and commissioning of a new 90,000 sq. ft facility combining three different buildings into one.

Managed and planned the facilities budget and energy usage. Produced under budget results 4 years running. Reviewed and signed contracts with all vendors for operation and maintenance of comfort and security systems.

Supervised maintenance staff and performed P.M. tasks. Troubleshot and dealt with all areas of the building including plumbing, mechanical, elevator, and electrical systems.

Acted as liaison between facilities and I.T. departments to coordinate all employee moves while continuing to promote interdepartmental communications and teamwork.

Designed ergonomic space planning and physically reconfigured modular furniture for growth and ergonomic purposes.

Acted as liaison between facilities and H.R. in all ergonomic matters.

On call 24 hours, seven days a week with a nationwide pager to be easily reached at all times in case of emergency.

1987-1994 Oakwood Builders San Diego, CA

Owner and Foreman

Responsible for bidding and planning lumber takeoffs

Managed crews of from five to ten carpenters, apprentices and laborers.

Built numerous multimillion dollar homes from ground break through finish work.

Designed and installed an irrigation system with 30 stations covering 5 acres of mountainous territory.

Education

1980-1986 San Diego State University San Diego, CA

B.A., Environmental Geography. M.A. Environmental and Resource Geography.

References Available upon request.