

### Summary

Analytical and detail-oriented Lean Six Sigma Green Belt, Project Management Professional and process improvement advocate with strong written and interpersonal communication skills.

### Computer Abilities

Proficient in Microsoft Word, Outlook, Visio and PowerPoint. Advanced in Excel; versed in Data Analysis ToolPak. Comfortable with various CRM platforms including Salesforce and Microsoft Dynamics.

### Experience

**Operations Manager** - HomeWorks Energy, Yonkers, NY 04/2018 - 11/2018

- Oversaw expansion into new market; grew team from two to seven members with gross revenue of \$500,000.
- Responsible for sales team, administrative team, as well as subcontractor and vendor relations.

**Project Management Representative** - Lockheed Martin, Melville, NY 10/2015 - 03/2018

- Developed a weekly QA metric report; decreased process defects 75 percent in first two months.
- Applied statistical analysis (X-bar and R Chart/correlation research) to process-produced data sets.
- Conducted quality assurance audits on closed, and in-process, projects to ensure compliance.

**Project Manager** - Ameresco, Islandia, NY 07/2014 - 08/2015

- Developed and implemented a metric-based, acquisition-through-closure workflow.
- Responsible for document administration including funding requests, contracts and project expenditures.

**Residential Energy Specialist** - Triple H Home Energy Experts, St. James, NY 07/2013 - 07/2014

- Conducted in-homes sales presentations to upwards of 50 clients a month.

**Residential Energy Specialist** - Powersmith, Copiague, NY 06/2011 - 06/2013

- Operated in a two-man team to deliver in-home sales presentations to over 800 homeowners.

**Operations Analyst** - Powersmith, Copiague, NY 05/2010 - 06/2011

- Reorganized workflow with Just-In-Time techniques; increased sales opportunities by 200 percent.
- Worked in a cross-functional team to develop a tablet-based tool; decreased operating costs 50 percent.

### Education and Continued Education

Project Management Professional (PMP) Certification - 2018

OHSA 10 Certification - 2017

ASQ-Certified Six Sigma Green Belt - 2016

LEED Green Associate - 2013

Department of Energy qualified Home Energy Assessor - 2013

BPI-Certified Building Analyst, Envelope Professional, and Heating Professional - 2012

State University of New York at New Paltz - Bachelor of Arts (English and Philosophy)