



## Green Construction Training Graduate *STRIVE Resume Book*

The enclosed resumes are for STRIVE Green Corps Graduates who have completed one or more of the training components or certifications as described below. Please contact Ms. Katherine Strickle, Operations Coordinator @ 646-335-0813 for additional information. (Contact the candidates directly if you are interested in arranging an interview.)

### CONSTRUCTION / BUILDING MAINTENANCE TRAINING (145 HOURS)

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile);
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.

### ENVIRONMENTAL RESPONSE & REMEDIATION TECHNICIAN TRAINING (98 HOURS)

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring.

### WEATHERIZATION TRAINING (40 HOURS)

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes.
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weather stripping, caulking, insulation, pre-audit data collection, and building calculations

### INTRO TO SOLAR PANEL INSTALLATION (35 HOURS)

- **Basic Principals of Solar System (11 hour module):** Electric principals, irradiation, sun path, surface orientations, shading, photo effect, cells and modules: types and characteristics
- **Structural Design Aspects (7 hour module):** Planning, good workmanship, inspections, common mistakes to avoid during installation, basic building code requirements
- **On Grid System component fundamentals (10 hour module):** Inverters, disconnects, combiners, component sizing, grid interconnections, grounding, system trouble shooting
- **Installation (7 hour module):** Mounting and racking systems, conduit and wiring, boxes, junctions, moving and installing panels

### ENERGY AUDITING (40 HOURS)

- **Energy Auditing 101:** Identify the key components of why energy audits need to be performed. Describe the intents and associated concepts of energy reduction methods/products and retrofitting strategies.
- **Energy Auditing Software:** Learn How to use Facility Management Software as a tool to input findings on energy usage and consumption. Produce detailed reports for clients as well as identifying and recommending appropriate changes.
- **Learn and Earn:** Learn about the latest in green technologies and you will receive product knowledge training for five specific products that can be sold directly to consumers or businesses.

## TIMOTHY WILLIAMS

1649 Amsterdam Avenue, #6U / New York, NY 10031  
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### CONSTRUCTION SKILLS TRAINING:

06/09 – 08/09 THOMAS SHORTMAN TRAINING CENTER New York, NY

#### Construction and Building Maintenance Training (145 hours)

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

ANDO INC.

New York, NY

#### Environmental Response & Remediation Technician Training (98 hours)

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SOLAR ONE

New York, NY

#### Weatherization Training (40 hours)

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- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

### EXPERIENCE:

09/05-01/07

LIEBERMAN PARTNERS CROP.

New York, NY

#### Maintenance

- Cleaned floor by sweeping, mopping, scrubbing, or vacuuming them
- Cleaned windows, glass partitions, mirrors using soapy water or other cleaners
- Stripped, sealed, finished, and polished floors
- Gathered and emptied trash receptacles

**TIMOTHY WILLIAMS (Page 2 of 2)**  
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**(212) 368-5320 / (646) 427-4605 / [gernard.williams@yahoo.com](mailto:gernard.williams@yahoo.com)**

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- 12/03-06/05**      **DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES**      **Queens, NY**  
**Maintenance**
- Replaced light bulbs, fuses, mopped, swept, dusted, and polished
  - Pasted minor repairs in walls, ceiling, and hallways
  - Buffed, stripped, and waxed floors
  - Knowledge of New York State Health Code
- 08/03-11/03**      **ONE ACCORD SERVICE**      **Brooklyn, NY**  
**General Helper**
- Maintained records to provide accurate inventory
  - Provided personalized service to company
  - Represented Verizon in delivery of telephone books
- 12/02-07/03**      **STERLING INC.**      **Woodside, NY**  
**Warehouse/ Driver's Helper**
- Assisted driver with deliveries throughout the 5 boroughs
  - Stored items in an orderly and accessible manner in warehouse
  - Load and unloaded trucks, van, and automobiles
- 05/88-10/92**      **UNITED STATES NAVY**
- Honorable Discharge (E-5)

**EDUCATION:**

- 11/08**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Intro to - Word, Excel (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 06/86**      **WILLIAM E. GRADY VOCATIONAL TECHNICAL H.S.**      **Brooklyn, NY**
- Diploma received
- 09/05**      **URBAN DYNAMIC CAREER CENTER**      **New York, NY**
- Building Maintenance Certificate of Completion

**LICENSES / CERTIFICATES:**

- New York State Asbestos License
- OHSA Health and Safety (10 Hour)
- Hazardous Materials / HAZWOPER (40 Hour)
- Carpentry (45 Hour)
- Plumbing (45 Hour)
- New York City Asbestos License
- Confined Space (16 Hour)
- Asbestos Abatement Handler (32 Hour)
- Electrical (45 Hour)

## THOMAS WARD

67 Hanson Place, # 7B / Brooklyn, NY / (347) 272-5656 / [probeats@gmail.com](mailto:probeats@gmail.com)

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### CONSTRUCTION SKILLS TRAINING:

06/09 – 08/09

#### THOMAS SHORTMAN TRAINING CENTER

New York, NY

##### Construction and Building Maintenance Training (145 hours)

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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

#### ANDO INC.

New York, NY

##### Environmental Response & Remediation Technician Training (98 hours)

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New York, NY

##### Weatherization Training (40 hours)

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#### ECO ANSWERS US

New York, NY

- **Walk-through Energy Assessment Training** Intro into walk-through process, including identification of deficiencies, recording data, and discussions with homeowner
- **LED lighting/ Window energy panels** – Basic knowledge of LED lighting and Window energy panels, their selling points, and installation techniques
- **HVAC tune-ups** – Ability to install and tune up HVAC system, which can save up to 40% of energy costs
- **Leveraging “green” initiative into sales** – Strategies for making a sale

### EXPERIENCE:

08/05 - 10/08

#### ABRACADABRA / NYC COSTUME

New York, NY

##### Retail Sales Associate

- Restocked assigned section at the end of each shift with new merchandise
- Assessed the appropriate attire according to the evenings event

**THOMAS WARD (Page 2 of 2)**  
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**05/06 - 12/08**      **CROBAR NYC**      **New York, NY**  
**Cashier / Admissions**

- Operated a cash drawer for the door of the night club
- Used a 3 point system for counterfeit and verification of currency
- Responsible for the guest list, online will call and credit cards
- Guest services including V.I.P.

**03/04 - 11/08**      **FADESTYLE RECORDING STUDIO**      **Carlisle, PA**  
**Manager / Co-Founder / Engineer**

- Construction, Remodeling, Sound Proofing
- Client Consultation & Booking session Time
- Song writing, Audio Production, Sound recording, Mastering

**EDUCATION:**

**2002**      **NEW YORK UNIVERSITY**      **New York, NY**

- Music Publishing

**1999**      **HARRISBURG AREA COLLEGE**      **Harrisburg, PA**

- Music Business

**1996**      **CARLISLE HIGH SCHOOL**      **Carlisle, PA**

- High School Diploma Received

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with clean driving record

**COMPUTER SKILLS:**

- Microsoft Word ,Windows XP and Vista, Pro Tools, Reason, Movie Maker

**THERON BLACKETT**  
2673 W 33 Street, # 5A / Brooklyn, NY 11224  
(347) 587-5082 / [tblackett@optonline.net](mailto:tblackett@optonline.net)

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09**      **THOMAS SHORTMAN TRAINING CENTER**      **New York, NY**

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**ANDO INC.**

**New York, NY**

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**EXPERIENCE:**

**10/08 – 01/09**

**BEST BUY(Seasonal)**

**Brooklyn, NY**

**Merchandising/Stock Clerk**

- Unloaded store shipments from trucks
- Unpacked boxes of merchandise and prepared them for display
- Screened, sorted, and organized stock in proper areas
- Coordinated attractive displays to promote sales of merchandise
- Operated Big Joe and Automatic Pallet Jack

**THERON BLACKETT (Page 2 of 2)**  
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**07/05 – 10/08**

**OLD NAVY**

**Brooklyn, NY**

**Customer Service Associate/Stock Clerk**

- Persistently catered to customer needs by always being available and friendly
- Managed transactions in a quick, friendly, and thorough manner
- Managed fitting room, upheld customer service standards while maintaining a clean and safe environment
- Unloaded store shipments from trucks

**EDUCATION:**

**05/09**

**STRIVE, Inc.**

**New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**06/05**

**JOHN DEWEY HIGH SCHOOL**

**Brooklyn, NY**

- High School Diploma

**LICENSES:**

- New York City Asbestos License
- 8 and 16 hour Security Guard Certification
- New York State Fire Guard License

**SKILLS:**

- Basic Microsoft Word, Microsoft Excel, Microsoft Power Point

**THEOPHANE MOSS**  
**150 Drieser Loop / Bronx, NY 10475**  
**(646) 623-0390 / [mosstheophane@aol.com](mailto:mosstheophane@aol.com)**

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09 THOMAS SHORTMAN TRAINING CENTER New York, NY**

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**ANDO INC. New York, NY**

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**SOLAR ONE New York, NY**

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**EXPERIENCE:**

**08/06 – 05/07 ROCKLEDGE CORPORATION Yonkers, NY**

**Labor Worker**

- Erected scaffolding for new construction sites and for temporary building repairs
- Ensured all scaffolding related materials and supplies were on hand prior to starting the scaffolding process.
- Ensured that all safety issues and potential dangers were understood prior to starting the scaffolding process.

**THEOPHANE MOSS (Page 2 of 2)**  
**(646) 623-0390 / [mosstheophane@aol.com](mailto:mosstheophane@aol.com)**

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**02/01-01/08**      **BALLYS TOTAL FITNESS**      **New York, NY**  
**Certified Personal trainer**

- Explained and enforced safety rules on use of exercise equipment
- Taught proper breathing techniques used during physical exertion
- Planned routines and lessons for participants depending on capabilities
- Monitored participants progress and adapted programs as needed

**01/98-01/01**      **COMMUNITY CHURCH OF MORRISANIA**      **Bronx, NY**  
**Maintenance Worker**

- Repaired or replaced defective equipment parts using hand tools and power tools
- Excellent knowledge of operating characteristics of the full range of heavy equipment
- Ability to read and interpret blueprints and mechanical renderings

**EDUCATION:**

**05/09**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development / Job Readiness (15hr Certificate)

**2006**      **ASHWORTH COLLEGE**      **Norcross, GA**  
Associate of Arts in Paralegal

**2005**      **PENN STATE UNIVERSITY**      **University Park, PA**  
Certificate in Fiber Optics

**2004**      **NASSAU COMMUNITY COLLEGE**      **Garden City, NY**  
Associate of Arts Degree in Business

**ROBERT CLARKE**  
3246 Wickham Avenue / Bronx , NY 10469  
(718) 606-5636 / [Rastar82266@yahoo.com](mailto:Rastar82266@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09 THOMAS SHORTMAN TRAINING CENTER New York, NY**

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**EXPERIENCE:**

**09/07– 04/08**

**CETEC LLC Bronx, NY**

**Carpenter**

- Assigned to tasks requiring precision
- Selected lumber and other materials to measure and cut
- Used hand and power tools

**06/07 – 08/08**

**BROOKLYNWOODS TRAINING SCHOOL Brooklyn, NY**

**Cabinet Making**

- Selected proper woods, measured and cut to specification
- Made kitchen and bathroom cabinets, cabinet installation, finishing techniques

**06/06 – 10/06**      **CONSTRUCTION SKILLS SOLUTIONS**      **Brooklyn, NY**  
**Laborer**

- Kept all work areas clean adhering to all health and safety codes
- Demolished walls, floors, and roofs and properly disposed or recycled materials as necessary
- Basic construction including, plumbing, electrical and carpentry

**EDUCATION:**  
**05/09**

**STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**1990 – 2006**      **HARRIMAN STATE CAMPUS**      **Albany, NY**

- General Equivalency Diploma
- Genesee Community College-33 credits obtained
- Certificates-Cabinetmaking,
- Woodworking
- Floor covering

**COMPUTER**  
**SKILLS:**

- Basic Microsoft word

**RASHAD GIVENS**  
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**EXPERIENCE:**

09/09 - Present

**TRIO CONSTUCTION**    **Bronx, NY**

**Construction Worker**

- Installation, taping, and sanding sheet rock for ceilings and walls
- Measuring and cutting drywall for custom fitting
- Installing moisture resistant drywall in bathrooms and ventilation areas
- Removal of all excess debris from construction site, adhering to all health and safety codes
- Keen knowledge of respirator use, and proficient in the use of drills, screws, hawk, putty knives, California knives, and routers

**08/09 – 09/09**      **BRADFORD & BYRD AND ASSOCIATES**      **Queens, NY**  
**Laborer**

- Operate a driven street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands

**10/08 – 03/09**      **BED BATH & BEYOND**      **Queens, NY**  
**Cashier**

- Handled returned merchandise and exchanges
- Looked up and printed out bridal registries
- Put together online orders for customers
- Gift packaged of registry items
- Answered a multi-line telephone

**06/04 – 08/04**      **DION CONSTRUCTION**      **Bronx, NY**  
**Construction Laborer (Summer Job)**

- Unloaded pallets of bricks and center blocks
- Helped install wood beams and plywood
- Assisted in bringing drywall to placement area
- Cleaned any excess material not being used on and around site

**EDUCATION:**

**11/08**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**02/07**      **BEDFORD STYVERSANT PREPATORY HIGH SCHOOL**      **Brooklyn, NY**

- High School Diploma Received

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License

**COMPUTER SKILLS:**

- Basic Microsoft Word

**RAFAEL MARTINEZ**  
616 West 184th Street, Apt. #42 / New York, NY 10033  
(646) 400-7566 / [m\\_rafael57@yahoo.com](mailto:m_rafael57@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Met the requirements to recognize and describe hazards that may be present on a job site.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weather stripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

08/09 – 10/09

**BRADFORD & BYRD ASSOCIATES**

**Freeport, NJ**

**Laborer / Supervisor**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

**RAFAEL MARTINEZ** (Page 2 of 2)  
**(646) 400-7566 / m\_rafael57@yahoo.com**

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- 02/08 - 12/08**      **CLINTON C.F**      **Dannemora, NY**  
**Cafeteria Assistant**
- Prepared meals for display and distribution
  - Set up dining room area and maintained a safe and clean environment
  - Sanitized- kitchen equipment and cleaned assigned areas
- 08/07 - 01/08**      **WENDE C.F**      **Wendene, NY**  
**Patient Escort**
- Escorted patients to the clinic and led them back to their rooms
  - Assisted patients with excursions to purchase daily necessities
  - Replenished bathroom supplies and kept an inventory of all necessary supplies
  - Provided patient comfort and emotional support by serving as a companion
- 07/06 - 07/07**      **ELMIRA C.F**      **Chengmung, NY**  
**Custodian**
- Provided custodial services for a ten floor municipal facility
  - Swept, mopped, stripped, and buffed all hallways and stairwells
  - Conducted minor repairs on light fixtures and door locks
  - Cleaned snow and debris from sidewalks and building front
- 06/96 - 07/06**      **DANNEMORA C.F.**      **Dannemora, NY**  
**Mason**
- Provided labor and construction work to inter-borough contractors
  - Guttled buildings, took down “I” beams and brick walls
  - Laid brick to reconstruct walls
  - Transported debris to dumpsters

**EDUCATION:**

- 03/09**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 05/97**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **New York, NY**
- General Equivalency Diploma Received

**SKILLS:**

- Bi-lingual: Fluently reads, writes and speaks English and Spanish
- Strong knowledge of Block, Brick and Stone Masonry
- Concrete mixing and inspecting work-sites to take dimensions, lay-out work and estimates materials required
- Highly motivated, good interpersonal skills and work well with others
- Able to work in unfavorable weather and able to follow directions

**NEVILLE O. AMADIS**  
**1712 Holland Avenue PH-2 / Bronx, NY 10462**  
**(631) 332-4136 / [Nevamadis@yahoo.com](mailto:Nevamadis@yahoo.com)**

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09 THOMAS SHORTMAN TRAINING CENTER New York, NY**  
**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC. New York, NY**  
**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE New York, NY**  
**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

**06/08– 02/09 NEW YORK STATE DEPARTMENT OF CORRECTIONS Malone, NY**  
**Assistant Plumber – On call 24 hours a day**

- Respond to emergency calls
- Install, repair, and maintain showers, lavatories, water closets, water coolers, and instant hot water dispensers
- Operated, repaired, and maintained drain cleaning machine, 5/16 x 35 feet
- Operated, repaired, and maintained drain cleaning machine, 3/4 x 100 feet

- 01/07– 02/08      ADIRONDACK C.F.      Ray Brook, NY**  
**Assistant Plumber – On call 24 hours a day**
- Responded to emergency calls
  - Install, repair, and maintained showers, lavatories, water closets, water coolers, and instant hot water dispensers
  - Assisted in the installation of a 90 gallon a minute Leslie instant hot water heater
  - Operated, repaired, and maintained drain cleaning machine, ¾ x 100 feet
- 08/04– 08/05      TOP CONTENDERS REFRIGERATION      Bronx, NY**  
**Manager**
- Purchase used refrigerators, stoves, washing machines and air conditioners
  - acquire companies for business
  - Pay bills, workers, and deposit money into business account
- 12/02– 06/03      FIVE POINTS C.F.      Romulus, NY**  
**Teacher’s Aide In Vocational Plumbing And Heating**
- Tutored students whom had learning difficulties
  - Prepared lesson plan for different job titles
  - Organize materials to be used in hands on projects
  - Led classroom exercises
  - Corrected and graded homework and exams

**EDUCATION:**

- 05/09      STRIVE, Inc.      New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 02/04      FIVE POINTS C.F.      Romulus, NY**  
**Vocational Plumbing And Heating**
- Basic plumbing skills
  - Installing low pressure Boilers
  - Drafting up blue prints
  - Job estimating
- 09/93      ROBERTO CLEMENTE HIGH SCHOOL      Bronx, NY**
- GED Received

**LICENSES:**

- New York State Asbestos License
- Valid New York State Drivers License with a clean driving record

**SKILLS:**

- Basic Microsoft word skills, Excel, and Power Point

**LANGUAGES:**

- Fluent in Spanish and English

**NATHANIEL L. MIMS**  
2198 Palmer Avenue / Bronx, NY, 10475  
(347) 685-2641 / [Nathaniel.Mims@yahoo.com](mailto:Nathaniel.Mims@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**ANDO INC.**

**New York, NY**

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**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

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- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss
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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**ECO ANSWERS US**

**New York, NY**

- **Walk-through Energy Assessment Training** Intro into walk-through process, including identification of deficiencies, recording data, and discussions with homeowner
- **LED lighting/ Window energy panels** – Basic knowledge of LED lighting and Window energy panels, their selling points, and installation techniques
- **HVAC tune-ups** – Ability to install and tune up HVAC system, which can save up to 40% of energy costs
- **Leveraging “green” initiative into sales** – Strategies for making a sale

**EXPERIENCE:**

02/03 - 05/08

**L.L.L. ASSOCIATES**

**South Ozone Park, NY**

**File Clerk**

- Completed reports, kept files current and supplied information from file data
- Disposed of obsolete files in accordance with established retirement schedule and legal requirements
- Copied records utilizing various equipment

**03/06 - 10/07**      **CONTINENTAL PERSONNEL SERVICE COMPANY**      **New York, NY**  
**Porter**

- HBO (maintained sanitation in the kitchen)
- Saks Fifth Avenue (maintained cleanliness of the kitchen, seven days a week)

**Usher & Laborer**

- Assisted patrons at entertainment events to find seats, search for lost articles and locate facilities, such as restrooms and telephones
- Structured and maintained a safe and clean environment before, during and after performances
- Assembled and disassembled circus tent and performance stage

**05/02 – 04/03**      **NORMAN SHIPMAN FAMOUS CONSTRUCTION**      **Brooklyn, NY**  
**Laborer**

- Smoothed and finished freshly poured cement on concrete
- Mopped, brushed, and spread paints and bituminous compounds over surfaces for protection
- Assembled and disassembled equipment with mechanic's hand tools

**EDUCATION:**

**02/09**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**06/01**      **PEEKSKIL HIGH SCHOOL**      **Peekskill, NY**

- High School Diploma Received

**SKILLS:**

- Light typing with knowledge of Microsoft Word
- Ability to work alone as well as with others
- Effective Communication, Interpersonal and Originated skills
- Fireguard License
- Valid Class C, Commercial Driver License
- Basic Carpentry
- Basic Electrical
- Basic Plumbing
- Weatherization (Certificate)

**MICHAEL BROWN**  
330 West 145<sup>th</sup> Street, # 207 / New York, NY 10039  
(347) 213-2283 / (212) 281-6586 / [michael\\_brown129@yahoo.com](mailto:michael_brown129@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09    **THOMAS SHORTMAN TRAINING CENTER**    **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**ANDO INC.**    **New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

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**SOLAR ONE**    **New York, NY**

**Weatherization Training (40 hours)**

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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

06/08-01/09    **CENTER FOR EMPLOYMENT OPPORTUNITIES**    **New York, NY**

**Custodial Maintenance**

- Maintained cleanliness of Brooklyn Criminal Court
- Cleaned and sanitized restrooms and refreshed toiletries
- Collected and disposed of garbage and recyclables
- Washed windows and dusted furniture
- Cleaned, stripped and waxed floors and hallways using buffing machine

- 11/07-02/08**      **VERTCAL SCAFFOLD LLC**      **Courtlandt Manor, NY**  
**Scaffold Worker**
- Worked with a crew to assemble and remove sidewalk bridges and scaffolds
  - Traveled to construction sites to maintain bridge and scaffold safety
  - Loaded and unloaded trucks carrying heavy materials
- 05/01-08/01**      **DEPARTMENT of EMPLOYMENT**      **New York, NY**  
**Field Supervisor**
- Enrolled NYC teens into the Youth Employment Program
  - Established and maintain client files and completed their paperwork
  - Made bi-weekly visits to client worksites
- 10/99-09/00**      **SHERIFF BROOKLYN REDEMPTION CENTER**      **Brooklyn, NY**  
**Customer Service Rep/ Data Entry Clerk**
- Attended to customers inquiries and complaints concerning their vehicles
  - Operated and entered data into the computerized Sheriff Scofflaw Tow Program
  - Answered inbound calls and trained data entry clerks

**EDUCATION:**

- 05/09**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 11/07**      **New York State Department of Education**
- General Equivalency Diploma

**LICENSES:**

- New York State Asbestos Handlers License
- New York State Asbestos Handlers License

**SKILLS:**

- Basic Microsoft word

**MARK BEVANS**  
65 East 4<sup>th</sup> Street, Apt # 6C / New York, NY, 10003  
(646) 342-1090 / [Mbevans163@yahoo.com](mailto:Mbevans163@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09      **THOMAS SHORTMAN TRAINING CENTER**      New York, NY

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**ANDO INC.**      New York, NY

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**SOLAR ONE**      Astoria, NY

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

09/00-12/06

**BODY 2000 HEALTH, AND FITNESS CENTER**

Belize City, Belize

**Personal Fitness Instructor**

- Created personal fitness programs for clients to improve performance
- Received awards for outstanding performance
- Observed participants and inform them of corrective measure for skill improvement
- Taught proper breathing technique used during physical exertion
- Explained the proper usage of fitness equipment

**10/98-07/00**      **KIER INTERNATIONAL (CENTRAL BANK )**      **Belize City, Belize**  
**Concrete Technician/Construction Worker**

- Supervised three men piling crew
- Prepared concrete form work for concrete foundations
- Assisted in all phases of construction
- Completed multiple projects skillfully within stringent time frame
- Proficient with hand and power tools including drill, air compressor, sliding bevel, marking gauges, and jack hammer

**06/96-06/98**      **IGUANA CAR RENTAL**      **Belize City, Belize**  
**Driver/Security Guard**

- Received cash bonuses
- Drove company vehicle, providing safe, and efficient transportation for staff
- Prepared daily reports on vehicle returned
- Monitored surveillance cameras, patrol property to ensure personal, building safety

**02/92-08/94**      **ATLANTIC BANK LIMITED**      **Belize City, Belize**  
**Messenger**

- Assisted in counting large sums of cash in the vault at days end
- Picked up and delivered documents from one branch to another
- Took out mails and bank statements to customers

**EDUCATION:**

**11/08**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**09/91**      **EXCELSIOR HIGH SCHOOL**      **Belize City, Belize**

- High School Diploma Received

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with clean driving record
- New York State Security Guard License

**COMPUTER**  
**SKILLS:**

- Basic Microsoft word

**LUIS MOLINA**  
2220 East Tremont Avenue / Bronx, NY 10462  
(347) 293-5884 / [lmolina880@gmail.com](mailto:lmolina880@gmail.com)

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**CONSTRUCTION SKILLS TRAINING:**

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

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**Bronx, NY**

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**EXPERIENCE:**

05/08 – 10/08

**SERETT METALS**

**Brooklyn, NY**

**Welder/Fabrication**

- Fabricated, cut and framed projects.
- Joined and welded numerous metal parts.
- Used chemicals to change the color and texture of metals.
- Assisted boss in blueprint reading.
- Used power tools of the trade to achieve goals.

**01/07 – 02/08      JOSEPH PASSARO DENTAL LAB      New York, NY**  
**Supervision/Deliveryman**

- Responsible for the supervision of most incoming & outgoing packages.
- Made deposits to employer's bank account.
- Answered the phone lines and maintained detailed notes.
- Directed the whereabouts of other messengers.

**09/02 – 01/07      WELDER      Otisville, NY**

- Responsible for the supervision and training of entry level welders.
- Profound ability to absorb information quickly.
- Ability to work well with mig, tig, and stick welders.

**05/99 – 06/02      WILL'S HOME IMPROVEMENT      Bronx, NY**  
**Carpenter/Laborer**

- Great ability to multitask.
- Duties consisted of: sheet rocking, flooring and installation.
- Framing cutting & shaping woods.

**EDUCATION:**

**04/06      Marist College      Poughkeepsie, NY**

- Business law courses
- 20 Credits towards an associates degree
- 2 years completed

**03/09      STRIVE, Inc.      New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite – Word, Excel, PowerPoint (2hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**SKILLS:**

- Experienced Carpentry
- Basic Plumbing
- Basic Electrical
- MIG / TIG / STICK Welding
- Weatherization (Certificate)

## LIONEL K. FLOWERS

323 Edgecombe Avenue, Apt. 6 / New York, NY 10031 / (347) 244-8566 / [L.K.Flowers83@gmail.com](mailto:L.K.Flowers83@gmail.com)

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### CONSTRUCTION SKILLS TRAINING:

**04/09 – 06/09 THOMAS SHORTMAN TRAINING CENTER** **New York, NY**  
**Construction and Building Maintenance Training (145 hours)**

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### EXPERIENCE:

**07/09 – 08/09 ARAMARK** **Queens, NY**  
**Porter**

- Garbage removal and recycling on half an hour intervals
- Stacked and organized refuse for daily pick up
- Maintained the grill and kept clean by removing char on a nightly basis

**03/07 – 08/07**      **PATHMARK STORES INC.**      **New York, NY**  
**Stock Clerk**

- Supervised others when asked to do so.
- Stored, priced and restocked merchandise.
- Took inventory and examined merchandise to identify items to be reordered.
- Requisitioned merchandise from supplier based on available space, merchandise, customer demand and advertised specials.
- Received, opened and unpacked cartons/crates or merchandise, checking invoice against items.
- Stocked storage areas and displays with new and transferred merchandise.
- Cleaned display cases, shelves and isles.

**12/04 – 12/06**      **GREENE C.F.**      **Coxsackie, NY**  
**Custodial Maintenance**

- Trained in sheetrock patching, floor polishing and buffing, tiling and carpet care.
- Responsible for daily maintenance of grounds.
- Removal of garbage and debris from roads and pathways.
- Trained new employees.
- Painted commercial and residential buildings.

**05/04 – 12/04**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **Coxsackie, NY**  
**Teachers Aide**

- Coordinated and supervised educational and recreational activities.
- Resolved conflicts and provided structured discipline.
- Assisted in the implementation of the daily program under the direction of the teacher.
- Attended all staff meetings and recommended training programs and conferences.

**EDUCATION:**

**03/09**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**01/09**      **TECHNICAL CAREERS INSTITUTE**      **New York, NY**

- Facilities Management/Building Superintendent

**09/05**      **MARIST COLLEGE**      **Poughkeepsie, NY**

- Liberal Arts

**06/02**      **EAST ELMHURST HIGH SCHOOL**      **East Elmhurst, NY**

- General Equivalency Diploma Received

**SKILLS:**

- Basic Carpentry
- Basic Electrical
- Basic Plumbing
- Weatherization (Certificate)

**LESTER POWELL**  
2661 Marion Avenue, # 2F / Bronx, NY 10458  
(347) 321-2347 / [Lpowelp@yahoo.com](mailto:Lpowelp@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE**

**New York, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

01/07- 02/09

**TAOCON INC**

**New York, NY**

**Maintenance Manager / Junior Mechanic / Iron Worker Helper**

- Demolition of entire floor, walls, and roof
- Ordering supplies needed for construction site
- Instructed laborers to remove material from one area to another
- Cutting off beams from exterior of building with an electric cut off saw
- Assisting welder in duties, fire watch, cutting beams, pour stop
- Placement of debris in dumpster
- Instructing delivery placement of work material
- Used safety rules and regulations to ensure a safe worksite
- Organized materials on construction

**05/06-01/07**      **CBS FOOD PRODUCTS**      **Brooklyn, NY**  
**Factory Worker**

- Labeled plastic bottles and boxes with name brand labels
- Screwed on foiled sealing caps onto 4.2 gallons of cooking oil filled bottles
- Loaded trucks with various name brands to customers
- Wrapped pallets of boxes that contained cooking oil with tie belts and plastic wrap
- Put oil filled bottles onto conveyor belt after being capped to be sealed by a heated sealer

**07/05-05/06**      **LONG ISLAND CITY LAUNDRY**      **Long Island City, NY**  
**Washer**

- Tended machines used to wash and treat cloth with chemicals
- Pushed hand trucks containing soiled laundry to classified departments
- Pushed trucks of cloth into feeding position, mounted rolls of cloth on shaft
- Turned valves to admit water, detergent, caustic acids, steam and chemicals
- Lifted loaded extractor baskets, used power hoist

**EDUCATION:**

**05/09**      **STRIVE, Inc.**      **New York, NY**

- Strive Job Readiness Certificate of completion

**11/08**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **New York, NY**

- General Equivalency Diploma Recieved

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with clean driving record
- Supported Scaffold Safety Training Certificate

**SKILLS:**

- Operation of chipping hammer, electric cut off saw, grinder, reciprocating saw, table saw, and circular saw.

**KRYSTINA D. RIVERA**  
**389 East 194 Street Apt. #22 / Bronx NY 10458**  
**(347) 370-6132 / [Lilmsja194@yahoo.com](mailto:Lilmsja194@yahoo.com)**

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09      THOMAS SHORTMAN TRAINING CENTER      New York, NY**  
**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.      New York, NY**  
**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE      Queens, NY**  
**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

**06/04 – 08/06      DELAWARE VALLEY JOB CORPS CENTER      Monticello, NY**  
**Facilities Maintenance (Construction)**

- Swept, mopped, stripped and buffed all hallways and stairwells
- Provided custodial services for a floor municipal facility
- Cleaned snow or debris from sidewalk and building front
- Mixed concrete using portable mixer, poured and smoothed cement and concrete, using float, trowel or screed
- Provided painting, sheetrock/wall construction services, plastering, taping and dry wall repair
- Sanded and rounded off surfaces
- Ability to repair and reconfigure of buildings
- Rebuilt rock wall for cemetery (Volunteer)

**EDUCATION:**

**05/09**

**STRIVE, Inc.**

**New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**04/09**

**NEW OPTIONS SECURITY**

**Bronx, NY**

- 8 Hour Certificate received

**SKILLS**

- Knowledge of equipment, tools and materials used in building and street maintenance programs
- Produce quality work even when under extreme time and pressure and deadlines
- Ability to function in a fast-paced environment with multiple activities occurring simultaneously while maintaining focus and control of workflow
- Ability to prioritize and manage actions to meet changing deadlines and requirements within a high volume, high stress environment
- Ability to function in a multi-system Microsoft environment using word, Excel power point and outlook
- Ability to influence the actions and opinions of others in a positive direction and build group commitment
- Ability to excel in challenging and competitive environments
- Ability to work independently and work as a team
- Great interpersonal and communications skills

**JULIO F. RIVERA**  
2070 3<sup>rd</sup> Avenue Apt. # 6H / New York, NY 10029  
347-277-7157 / [jfrivera75@gmail.com](mailto:jfrivera75@gmail.com)

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**CONSTRUCTION SKILLS TRAINING:**

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Met the requirements to recognize and describe hazards that may be present on a job site.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

08/09 – 10/09

**BRADFORD & BYRD ASSOCIATES**

**Freeport, NJ**

**Laborer / Supervisor**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

**JULIO F. RIVERA (Page 2 of 2)**  
**917-418-8019 / [jfrivera75@gmail.com](mailto:jfrivera75@gmail.com)**

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**01/07 – 03/08**      **OTISVILLE FCI**      **New York, NY**  
**Forklift Operator**

- Operated forklift to lift heavy boxes and pallets.
- Loaded and unloaded products from trucks to storage facility.
- Maintained and cleaned work area and placed equipment in proper area.

**02/04 – 01/07**      **LANDSCAPING**      **New York , NY**

- In charge of general landscaping tasks, cutting grass and raking leaves.
- Removed garbage and debris and placed in dumpsters.
- Cleared snow and ice from walkways and main roads.

**04/00 – 07/03**      **HUDSON GUILD**      **New York, NY**  
**Maintenance**

- Opened and closed facility regularly.
- Handled inventory and ordered supplies.
- Maintained and cleaned building, including mopping, waxing and buffing floors.

**03/99 – 02/00**      **WENDY'S RESTAURANT**      **New York, NY**  
**Cook/Maintenance**

- Prepared meals and handled grill.
- Swept, mopped and cleaned the kitchen area to include grills and fryers.
- Set-up dining area.

**EDUCATION:**

**11/08**

**STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Career Development/Job Readiness (15hr Certificate)
- Intro to MS suite – Word, Excel, Powerpoint (21hr Certificate)

**SKILLS:**

- Budget manager and meeting deadlines.
- Inventory control and inspection of development projects.
- Construction and repairs

**LANGUAGES:**

Fluent in Spanish (Bilingual)

**JOHN LOPEZ**  
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(347) 827-7212 / [Lopezj0621@yahoo.com](mailto:Lopezj0621@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09**      **THOMAS SHORTMAN TRAINING CENTER**      **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE**

**New York, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

**02/08 - 07/08**

**KRAUS SECURITY**

**Bronx, NY**

**Security Guard**

- Secured all exits and entrances of three apartment buildings.
- Walked around all three buildings and made sure there were no fire hazards.
- Reported all broken windows and doors to my supervisor.
- Made sure that all roof alarms were in good and working condition.

**03/06 – 11/06**      **INTERNATIONAL PROTECTIVE SERVICES**      **Queens, NY**  
**Security Guard: Museum of Modern Art & Banco Popular**

- Guarded museum and Bank properties against fire, theft, vandalism and illegal entries
- Examined doors, windows and gates to ensure that they were secure
- Warned violators of rule infractions such as loitering, smoking and carrying forbidden articles
- Provided security for main events

**01/04 – 08/05**      **BEACON THEATER**      **New York, NY**  
**Maintenance**

- Maintained wood floors, lightly dusting all surfaces, trash removal, bathroom cleaning, and carpet shampooing and steaming
- Wiped down the sinks, mirrors, counters, toilet fixtures, restocked paper products

**EDUCATION:**

**05/09**      **STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**01/09 - Present**      **MONROE COLLEGE**      **Bronx, NY**

- Criminal Justice
- General Equivalency Diploma Received

**SKILLS:**

- Microsoft word
- Microsoft Excel
- 8 and 16 hour certificates for security
- Fire guard certificate

**LANGUAGES:**

- Bilingual (English and Spanish)

## JAMAL ABDUS-SABUR

420 E. 111<sup>th</sup> Street, Apt# 212 / New York, NY / (646) 678-8116 / Jamal\_AbdusSabur@Yahoo.com

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### CONSTRUCTION SKILLS TRAINING:

**04/09 – 06/09 THOMAS SHORTMAN TRAINING CENTER New York, NY**

#### **Construction and Building Maintenance Training (140 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (15 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC. New York, NY**

#### **Environmental Response & Remediation Technician Training (82 hours)**

- **OSHA - Hazardous Waste Operations and Emergency Response (40 hours):** Met the requirements to perform confined space entries; perform emergency spill response; hazardous waste operations.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **OSHA Construction Health & Safety (10 hours):** Qualified to manage and use protective equipment in a variety of work situations associated with hazardous materials.

### EXPERIENCE:

**11/08 - 12/08 TOYS “R” US (Seasonal) New York, NY**

#### **Maintenance Worker**

- Provided overall maintenance to the store, which included vacuuming, mopping and sweeping floors, and changing garbage bags
- Handled general store maintenance duties and helped customers

**04/08 – 11/08 ONE POLICE PLAZA ( Volunteer Job) New York, NY**

#### **Maintenance Worker**

- Maintained and cleaned buildings as assigned in various locations
- Cleaned hallways, stairs and garbage areas
- Mopped floors and emptied receptacles

**02/05 – 05/06 ENTERPRISE CAR RENTAL New York, NY**

#### **Car Prep/Lot Attendant**

- Made deposits to the bank
- Trained new employees
- Transported cars to specific locations for client pick-up
- Maintained the cleanliness of rental cars and vans
- Repossessed cars and handled client documents as well as answered their questions

**JAMAL ABDUS-SABUR (Page 2 of 2)**  
**(646) 678-8116 / [Jamal\\_AbdusSabur@yahoo.com](mailto:Jamal_AbdusSabur@yahoo.com)**

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**03/02 – 04/03      STATELY STAIRS      New York, NY**  
**Carpenter**

- Built stairs for construction companies and homeowners
- Operated machinery and power tools on job site
- Maintained and cleaned work area at the end of each shift

**03/99 – 05/01      ALLIANCE SANITATION (Temp Job)      New York, NY**  
**Sanitation Worker**

- Responsible for sanitation services which included, sweeping, and trash removal
- Maintained and cleaned storefronts; wiped windows and performed snow removal

**EDUCATION:**

**11/08      STRIVE, Inc.      New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**06/04      WATERBURY HIGH SCHOOL**  
Received High School Diploma

# JEFFREY HOOPER

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## CONSTRUCTION SKILLS TRAINING:

ANDO INC. (06/2009)

New York, NY

### **Environmental Response & Remediation Technician Training (98 hours)**

- *Hazardous Materials / HAZWOPER: (OSHA-40 hours):* Meet the requirements to recognize and describe hazards that may be present on a job site.
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## EXPERIENCE:

07/09 - Present

**SM TRANSPORTATION**

Queens, NY

### **Ambulette Driver**

- Transporting patients to and from appointments, hospitals and clinics
- Provides transportation to patients who live out of state but require medical attention in the state of New York
- Assist patients in boarding and departing ambulette

10/07 - 06/08

**CLEANER PRODUCT SUPPLY**

Sunnyside, NY

### **Truck Driver**

- Delivered all laundry supplies though out the tri-state area
- Maintained a high energy level required for lifting heavy load and working in inclement condition
- Profound ability to operate require equipment in a safe and responsible manner

06/07 - 10/07

**TOM CAT BAKERY**

Long Island City, NY

### **Truck Driver**

- Delivered all bakery item as bread and cake all though out the tri-state area
- Answered customer question concerning accounts
- Picked up all cash receipt from all customer accounts

11/04 - 07/06

**KLEIN NATURAL INC**

Brooklyn, NY

### **Truck Driver**

- Delivered all candy and assorted nuts product to various stores and warehouse though out the tri-state area
- Stacked specified number of products for each style in boxes and tray
- Picked up all cash receipt from all customer accounts

05/92 - 11/02

**LSG SKYCHEF INC**

Jamaica, NY

### **Truck Driver**

- Delivered food product to all airports and assisted in catering food products to airplane
- Assorted and organizing food product in proper carts
- Knowledgeable of The Department Of Transportation Safety Regulation Procedure

## EDUCATION:

04/92

**MODEL BUS & TRUCK DRIVER SCHOOL**

New York, NY

- Certificate of completion
- Commercial Driver License Class A

# JAIME LASSALLE

50-20 67<sup>th</sup> Street / Woodside, NY 11377 / (347) 933-9146 / [Jaime\\_Lassalle@yahoo.com](mailto:Jaime_Lassalle@yahoo.com)

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## CONSTRUCTION SKILLS TRAINING:

06/09 – 08/09 **THOMAS SHORTMAN TRAINING CENTER** **New York, NY**  
**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.** **New York, NY**  
**Environmental Response & Remediation Technician Training (98 hours)**

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**SOLAR ONE** **New York, NY**  
**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:** **PETLAND DISCOUNTS** **Flushing, NY**  
12/08 –02/09 **Sales Representative/Animal Technician**

- Proposed different options of animal purchase to customers
- Operated computerized cash register, designed own time-saving inventory pricing method
- Applied faster cleaning regiment to small animals, gained extensive knowledge of products

**EDUCATION:**  
05/09

**STRIVE Inc.**  

- Customer Service (2hr Certificate), Career Development/Job Readiness (15hr Certificate)
- Intro to MS Suite – Word, Excel, PowerPoint (21hr Certificate)

06/07 **JULIA RICHMAN HIGH SCHOOL** **New York, NY**  

- GED Received

**HANK ACHAM**  
57 Herkimer Street, Apt. # 512 / Brooklyn, NY 11216  
(610) 704-4861 / (646) 919-9947 / [hnrychm@yahoo.com](mailto:hnrychm@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09      **THOMAS SHORTMAN TRAINING CENTER**      New York, NY

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc
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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.**      New York, NY

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE**      New York, NY

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

09/09 – 10/09      **BRADFORD & BYRD ASSOCIATES**      Freeport, NJ

**Laborer**

- Operate a driven street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands

- 03/08 – 06/08**      **ACCENT ENERGY/ NETPIQUE ,INC.**      **New York, NY**  
**Temporary- Seasonal Sales/Field Account Manager Trainee**
- Sales ,marketing, follow-ups with customers
  - Helped to fill out and submit customer Con-Edison Esco and other important forms
  - Gave presentations, and assisted customers with their concerns over their utility bills
- 12/06 – 03/07**      **US ENERGY CORPORATION**      **New York, NY**  
**Inside Sales /Call Center Representative (Temporary)**
- Inside sales, marketing, appointment setting duties , call –center / heavy phone tasks
  - Customer services, inputting information into MS Office Suite
  - Filed , typed correspondence, administrative, other duties, assisted in submitting contracts
- 08/05 – 01/06**      **TCI-COLLEGE OF TECHNOLOGY INTERNSHIP PROGRAM**      **New York, NY**  
**Manager Trainee / Administrative Intern**
- Helped to develop presentations, retail, sales, customer services and marketing strategies; used my typing skills of 40-50 WPM for various letters and correspondence
  - Assisted with projects, various administrative, heavy phone, and computerized tasks
  - Helped to verify receipts, accounting entries, filing , and other pertinent information
- 11/01 – 07/04**      **NYPD-TRAFFIC ENFORCEMENT DIVISION**      **New York, NY**  
**NYPD Traffic Agent / Officer Level Two**
- Helped to direct high volumes of traffic; and enforced traffic stops as needed.
  - Issuance of necessary administrative forms, summonses, traffic court appearances as required
  - Helped to cover various major traffic related enforcement duties at special events, meetings, and large crowds; as well as customer service, with directions and bridge and tunnel duties

**SOFT SKILLS :**

- Able to work independently with minimal or no supervision
- The ability to heavily multi-task, and manage projects as required
- High level of professional and excellent communication and teamwork skills

**EDUCATION:**

- 05/09**      **STRIVE, Inc.**      **New York, NY**  
• Intensive Four Week Career Development / Core Workshop Certification
- 01/08**      **CUNY – CITY TECH CAMPUS**      **Brooklyn, NY**  
• Earned additional credits towards Bachelor’s Degree program
- 01/06**      **TCI- COLLEGE OF TECHNOLOGY**      **New York, NY**  
• Associates Degree completed in Business Administration – Management / Accounting

**COMPUTER SKILLS:**

- Intensive coursework and practical experience with MS Peachtree, Outlook, and Access
- High level intermediate and some advanced knowledge of MS Office Suite

**GEORGE LUNNEY**  
110 East 117th Street, Apt. #10C / New York NY 10035  
(917) 374-0104 / [gplnyc@yahoo.com](mailto:gplnyc@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09      **THOMAS SHORTMAN TRAINING CENTER**      New York, NY

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.**      New York, NY

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability

**SOLAR ONE**      New York, NY

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

01/09 – 05/09      **LOCAL 79 GENERAL CONSTRUCTION LABORERS UNION**      New York, NY

**General Construction Laborer**

- Performed Demolition of Residential and Commercial Buildings
- Performed Clean-up of Debris and Loading/Unloading of Supply Delivery Trucks
- Assisted Carpenters Electricians, Plumbers and other Tradesmen with their Duties
- Cut Lumber, Metal Studs, Metal Tracks and Sheetrock to size, Mixed Cement
- Read Blueprints, Laid Chalk lines as needed and operated hand tools

**GEORGE LUNNEY (Page 2 of 2)**  
**(917) 374-0104 / [gplnyc@yahoo.com](mailto:gplnyc@yahoo.com)**

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- 11/08 – 12/08**      **OZ MOVING AND STORAGE COMPANY**      **New York, NY**  
**Helper/Foreman**
- Packed, wrapped and secured large quantities of furniture, antiques and household goods for shipment
  - Performed loading and unloading of moving trucks
  - Managed moving crews, opened and closed contracts, performed on-site customer service
- 05/08 – 11/08**      **SHLEPPERS MOVING AND STORAGE COMPANY**      **New York, NY**  
**Helper/Foreman/Driver**
- Packed, wrapped and secured large quantities of furniture, antiques and household goods for shipment
  - Performed loading/unloading and operation of moving trucks
  - Managed moving crews, opened and closed contracts, performed on-site customer service
- 06/07 – 01/08**      **FIVE POINTS C.F.**      **Cayuga, NY**  
**Law Library Clerk**
- Performed stock and inventory duties of law books
  - Assisted clients with legal research and legal document preparation
  - Operated copy machines, computers and typewriters in course of duties
- 1986 – 90**      **US ARMY**
- E5/Sergeant US Army Ranger Honorably Discharged

**EDUCATION:**

- 05/09**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
  - NYS DOCS Legal Research and Law Library Management Certificate Received
- 01/95**      **CLINTON COMMUNITY COLLEGE**      **Plattsburgh, NY**
- Associates Degree in Liberal Arts
- 1988**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **New York, NY**
- NYS General Education Diploma Received

**LICENSES:**

- Valid New York State Drivers License with clean driving record
- New York City Asbestos License

**COMPUTER SKILLS:**

Microsoft Word, Internet Applications,

**GARRICK GABBIDON**  
973 East 104<sup>th</sup> Street / Brooklyn, NY 11236  
(347) 982-1414 / [Garrick6@hotmail.com](mailto:Garrick6@hotmail.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09    **THOMAS SHORTMAN TRAINING CENTER**    **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**    **New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

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- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**SOLAR ONE**    **New York, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

09/09 – 10/09    **BRADFORD & BYRD ASSOCIATES**    **Queens, NY**

**Janitorial Laborer (US Open)**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

**01/05 -08/05**      **JJJ AUTO**      **Syracuse, NY**  
**Stock Clerk**

- Checked and received incoming stock by matching packing list to actual received items
- Packed and stored stock of merchandise, creating a system of retrieval
- Monitored and reported inventory level for ordering merchandise purposes
- Kept work areas clean by adhering to all health and safety codes
- Retrieved materials such as brake pads and tools to assist mechanics daily activities
- Answered the telephone and relayed messages to the appropriate parties

**10/03-11/04**      **ALCAN ELECTRIC/CONSTRUCTION**      **New York, NY**  
**Junior Assistant**

- Retrieved materials from storeroom to assist in daily work activities for coworkers
- Loaded and unloaded trucks, keeping inventory in an orderly fashion for storing
- Assisted in purchasing necessary materials for worksite projects
- Kept work areas clean adhering to all health and safety codes

**EDUCATION:**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **New York, NY**  
**05/03**

- General Equivalency Diploma

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with a clean driving record

**EMILY MENDEZ**  
**6 East 132<sup>nd</sup> Street, # 10 / New York, NY 10037**  
**(347) 595-2656 / [e.mendez1988@yahoo.com](mailto:e.mendez1988@yahoo.com)**

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**CONSTRUCTION SKILLS TRAINING:**

**06/09 – 08/09 THOMAS SHORTMAN TRAINING CENTER New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**SOLAR ONE New York, NY**

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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

**09/09 – 10/09 BRADFORD & BYRD ASSOCIATES Queens, NY**

**Janitorial Laborer (US Open)**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

**EMILY MENDEZ (Page 2 of 2)**  
**(347) 595-2656 / [e.mendez1988@yahoo.com](mailto:e.mendez1988@yahoo.com)**

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- 06/07– 08/07      MUNICIPAL CREDIT UNION (seasonal)      New York, NY**  
**Office Assistant**
- Data Entry
  - Answered and made calls using a multi-line telephone
  - Updated files manually and by computer
  - Utilized office equipment such as photo copier, fax machine.
  - Used an alphabetical filing system
  - Updated files
  - Mailed business documents to other business establishments
- 06/06– 08/06      GOSPEL LIGHT BAPTIST CHURCH (seasonal)      New York, NY**  
**Day care provider**
- Insured children's safety
  - Prepared and served meals
  - Maintained order while on outings
  - Maintained a clean environment
  - Assisted with homework and other
  - Invented new games to provide entertainment
  - Taught children to read, write and spell

**EDUCATION:**

- 05/09      STRIVE      New York, NY**
- Customer Service (2hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 2006      THE DOOR      New York, NY**
- NYS General Education Diploma
- 2007      JOB CORPS/HOSTOS COMMUNITY COLLEGE      Bronx, NY**
- CNA Certificate
  - CPR Certificate

**SKILLS:**

- Basic computer knowledge

**LANGUAGES:**

- Bilingual (English/Spanish)

**ELHORIN YISREAL**  
1425 Amsterdam Avenue, # 5-H / New York, NY 10027  
(917) 204-6543 / [LLYisrael77@aol.com](mailto:LLYisrael77@aol.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09      **THOMAS SHORTMAN TRAINING CENTER**      **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**EXPERIENCE:**

08/09-Present

**CONSTRUCTION STAFFING SOLUTIONS**      **New York, NY**

**Carpenters Laborer**

- Sheet rocking, taping, painting and plastering
- Framing indoor and outdoor structures
- Masonry of brick walls, walkways, and driveways
- Plumbing duties include: sweating of pipes, soldering, taping, and running lines from floor to floor

- 01/09-03/09**      **EUROPA CAFE**      **New York, NY**  
**Porter/Dish Washer**
- Broke down all kitchen equipment to sanitized kitchen in the proper manner
  - Stocked all refreshments daily and prepared ensured all chef supplies we accessible
  - Dispose of all Garbage & drain disposals daily
  - Assisted chef in daily duties including food preparation
  - Maintained health code by following all safety and health rules and regulations
- 09/08-12/09**      **REGAL ENTERTAINMENT**      **Deer Park, NY**  
**Usher/Cashier/Porter**
- Customer service ,ticket sales & promotion
  - Assisted handicapped customers
  - Stocked concession, concession sales
  - Custodial maintenance
- 01/05-09/06**      **UNDER WORLD KINGZ STUDIOS**      **Los Angeles, CA**  
**Producer/Studio Engineer/Artist**
- Composed, wrote, recorded music
  - Mix down, edit, master audio & midi sounds
  - Create, preformed music
- 03/04-12/04**      **CHECK'N'NOTES STUDIO/ENT**      **Compton, CA**  
**Producer/Studio Engineer/Artist**
- Composed, wrote, recorded music
  - Mixed down, edited, mastered audio & midi sounds
  - Created, preformed music

**EDUCATION:**

- 11/08**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)
- 11/99**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **Lakeview, NY**
- GED Received

**LICENSES:**

- 10 Hour OSHA Health and Safety Certification
- New York State Asbestos License
- New York City Asbestos License
- 4 hour scaffold User Certificate
- Valid New York State Drivers License with clean driving record

**COMPUTER SKILLS:**

- Basic Microsoft word

## EDWARD FERNANDEZ

45 Adrian Avenue, Apt. # 3D / Bronx, NY 10463 / (646) 671-1096 / [Cruz10910@yahoo.com](mailto:Cruz10910@yahoo.com)

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### CONSTRUCTION SKILLS TRAINING:

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

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**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

### EXPERIENCE:

08/09 – 09/09

**FORDHAM UNIVERSITY**

**Bronx, NY**

**Laborer**

- Rehabilitated live in furnished and unfurnished live in units
- Buffed and polished floors
- Collected and disposed all debris and refuse
- Cleaned and sanitized all areas of the facility

**04/06 - 12/08**      **DT LLC HOME IMPROVEMENT**      **Teaneck, NJ**  
**Construction Worker**

- Painted bars and interiors
- Provided painting and sheetrock wall construction services
- Sanded and rounded off surfaces
- Mixed concrete using portable mixers
- Measured distances grade stakes and stretched tight lines
- Guttered houses of outdated pipes, walls, and cables
- Ensured cleanliness and safety of work environment

**06/01 - 04/06**      **COLUMBIA UNIVERSITY DENTAL SCHOOL**      **New York, NY**  
**Office Clerk**

- Prepared purchases orders for office supplies
- Coordinated client and interoffice files and paper work
- Screened and monitored all incoming calls and delivered oral or written messages
- Followed alphabetically and numerically filing system to update files

**02/99 – 06/01**      **CLIFFORD CHANCE ROGERS AND WELL, LLP**      **New York, NY**  
**Mail Clerk**

- Maintained and delivered confidential files
- Utilized computer system to keep records of incoming and outgoing mail
- Received and distributed office supplies

**EDUCATION:**

**02/09**      **STRIVE, INC**      **New York, NY**

- Career Development/Job Readiness (15hr certificate)
- Customer Service (2hr certificate)

**06/96**      **JOHN F. KENNEDY HIGH SCHOOL**      **New York, NY**

- High School Diploma Received

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with clean driving record

**SKILLS:**

- Experienced in Painting
- Experienced in Carpentry
- Basic Electrical
- Basic Plumbing
- Weatherization (Certificate Received)
- Strong Organizational Skills and Detailed Oriented
- Knowledge of Microsoft Word 2003 and Windows XP

**DEVON THOMPSON**  
1458 Webster Avenue, Apt. 18-L / Bronx NY 10456  
(347) 697-8574

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09    **THOMAS SHORTMAN TRAINING CENTER**    **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

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**ANDO INC.**    **New York, NY**

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**EXPERIENCE:**

09/06 – 11/07    **CONSTRUCTION**    **Bronx, NY**

**Laborer**

- Transported cement bricks, stacked and maintained flow of dispersements
- Assisted with demolition of residential and commercial properties
- Kept site clean of all debris to ensure health and safety codes were being adhered to
- Helped with removal of waste and recycling materials

10/04 – 02/06    **GOLD & REISS**    **Brooklyn, NY**

**Warehouse Clerk/Salesperson**

- Delivering cabinets sinks and counter tops
- Helping assemble the merchandise for the customers
- Preparing the warehouse for the following day
- Maintaining the warehouse for a safe work place

05/98 – 10/01    **VOLUME SERVICES of AMERICA (Yankee Stadium)**    **Bronx, NY**

**Work Concession Stand/Vendor**

- Servicing up to fifteen hundred customers in three hrs.
- Mobile thru out the stands, servicing customers with multi items
- Maintained a clean and safe environment for customers
- Accountable for large sums of money

**DEVON THOMPSON (Page 2 of 2)**  
**(347) 697-8574**

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**EDUCATION:**

**05/09**

**STRIVE, Inc.**

**New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite – Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**2002-2003**

**MONROE COLLEGE**

**New York, NY**

- Computer science major

**1999**

**WALTON HIGH SCHOOL**

**New York, NY**

- General Equivalency Diploma Obtained

**SKILLS:**

Basic computer knowledge: Microsoft Word, Excel, very sociable and works well with others.  
Very motivated and out going. Good with my hands and good with multi tasking.

# DANIEL TAVERAS

1820 Loring Place South Apt. # 5D / Bronx, NY 10453

(646) 314-6810 / [Dan\\_Taveras@yahoo.com](mailto:Dan_Taveras@yahoo.com)

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## CONSTRUCTION SKILLS TRAINING:

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Met the requirements to recognize and describe hazards that may be present on a job site.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

## EXPERIENCE:

08/09 – 10/09

**BRADFORD & BYRD ASSOCIATES**

**Freeport, NJ**

**Laborer / Supervisor**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

**05/07 - 07/07**      **OPINION ACCESS CORPORATION**      **Queens, NY**  
**Market Research Interviewer**

- Conducted unbiased interviews with customers about services obtained
- Inquired to businesses in reference to their purchases

**03/07 - 05/07**      **STANDARD TECHNOLOGY INDUSTRIES**      **New York, NY**  
**Telemarketing Representative**

- Contacted companies with inquiries on office supplies
- Consulted customers about economical office supplies

**02/05 – 08/05**      **VECTOR MARKETING**      **New York, NY**  
**Sales Associate**

- Sold high quality kitchenware
- Handled calls regarding the products
- Contacted clients after purchases to guarantee customer satisfaction
- Maintained records of accounts and orders
- Processed payments

**EDUCATION:**

**04/09**      **STRIVE, Inc.**      **New York, NY**

- Career Development/Job Readiness
- Certificates Received

**01/08**      **NEW YORK STATE DEPARTMENT OF EDUCATION**      **Albany, NY**

- General Equivalency Diploma

**LICENSES:**

- New York State Asbestos Handlers License
- New York City Asbestos Handlers License

**LANGUAGES:**      Bilingual: Ability to read, speak and write English and Spanish

**SKILLS**

- Basic Carpentry
- Basic Electrical
- Basic Plumbing
- Weatherization

# CARLOS QUINTANA

818 Home Street / Bronx, NY 10459 / (718) 682-3974 / [Qcarlos88@Yahoo.com](mailto:Qcarlos88@Yahoo.com)

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## CONSTRUCTION SKILLS TRAINING:

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

New York, NY

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**ANDO INC.**

New York, NY

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Bronx, NY

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## EXPERIENCE:

12/06 - Present

**AVANTE BUILDING CORP**

New York, NY

**Foreman/Labor**

- Supervision of a crew of 20 workers.
- In charge of picking up & delivering all items related to construction.

03/04-11/05

**GRUBB AND ELLIS**

New York, NY

**Front Doorman**

- Made the acquaintance of tenants at front door.
- Preserved and secured the area.
- Swept and mopped area.

**CARLOS QUINTANA (Page 2 of 2)**  
**(718) 682-3974 / Qcarlos88@Yahoo.com**

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**11/02 - 03/04      HARD ROCK CAFÉ      New York, NY**  
**Head of Facilities Maintenance**

- Responsibilities entailed: electrical, plumbing, heating and air conditioning system repairs.
- Assuring areas were safe for patrons.
- Maintained all maintenance related inventories.
- Responsible for making over \$250,000 on a day we shouldn't have opened.

**05/01 - 08/02      MARS 2112      New York, NY**  
**Head of Facilities Maintenance**

- Quality control specialists.
- General fix and repair of maintenance related duties.
- Solely responsible for maintaining operable conditions for restaurant's main attraction.

**EDUCATION:**

**11/08      STRIVE, Inc.      New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**SKILLS:**

Team player, dependable, hard worker, natural leader.

**BRIAN WILSON**  
977 Bedford Avenue / Brooklyn, NY, 11205  
718-398-0096 / [wilsonbrian1234@aol.com](mailto:wilsonbrian1234@aol.com)

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**CONSTRUCTION SKILLS TRAINING:**

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

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- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

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- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

09/09 – 10/09

**BRADFORD & BYRD ASSOCIATES**

**Queens, NY**

**Janitorial Laborer (US Open)**

- Operated a drive street sweeper
- Maintain all grounds for the US Open tennis association
- Operate a Wet Vac to keep all areas dry and clean
- Operate a pressure washer to clean all concrete areas and stands
- Recycled and managed all refuse for the US Open Event by emptying and replacing bags in garbage bins.
- Collected all cardboard materials for recycling and tied and stacked appropriately
- Mopped and swept, all bathrooms in the facility
- Swept and maintained all stadium seating consisting of approximately 300 rows of seating

- 12/08 - 03/09**      **GOD'S LOVE WE DELIVER**      **New York, NY**  
**Van Assistant**
- Delivered food to clients
  - Helped driver find locations
- 05/07 - 07/07**      **BIO-MED ENVIORNMENTALS (seasonal)**      **New York, NY**  
**Contract Worker**
- Unloaded supplies, did inventory
  - Set-up containment for hazardous material
  - Painted interiors
  - Disposed of hazardous materials
- 03/07 - 05/07**      **CENTER FOR EMPLOYMENT OPPURTUNITIES (C.E.O)**      **New York, NY**  
**Groundskeeper**
- Cleaned grounds
  - Raked leaves
  - Mowed lawns
- 11/06 - 03/07**      **ALLSTAR DESIGN & CONSTRUCTION (seasonal)**      **Bronx, NY**  
**Contract Worker**
- Set-up containment for hazardous material
  - Loaded & unloaded materials
  - Painted interiors
  - Disposed of hazardous materials
  - Light demolition
  - Light carpentry

**EDUCATION:**

- 09/96**      **New York State Department of Education**      **Lakeview, NY**
- General Equivalency Diploma Received
- 03/09**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License

**SKILLS:**

Repaired windows, door frames, dry walling, light carpentry, light demolition  
Reliable, hardworking, persistent, efficient, multitasking

**BRAULIO RODRIGUEZ**  
221 E. 173<sup>rd</sup> Street Apt. 2-F / Bronx, NY, 10457  
(646) 639-4376 / [Braulio115@aol.com](mailto:Braulio115@aol.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09      **THOMAS SHORTMAN TRAINING CENTER**      New York, NY

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
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- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance; review maintenance strategies, energy efficient building operation and water use reduction measures

**ANDO INC.**      New York, NY

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER (OSHA-40 hours):** Meet the requirements to recognize and describe hazards that may be present on a job site
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**SOLAR ONE**      New York, NY

**Weatherization Training (40 hours)**

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- **Building Retrofitting:** Hands-on experience with weatherstripping, caulking, insulation, pre-audit data collection, and building calculations

**EXPERIENCE:**

07/09 - Present

**STORAGE DELUXE**      Bronx, NY

**Sales Manager**

- Answer multi lined phone system, take messages and transfer calls when appropriate
- Handles a large volume of customers utilizing quality customer service skills
- Input information into data base pertaining to storage rentals
- Collect payments in person and over the phone
- Ensures cleanliness of all warehouse areas by mopping, stripping, waxing and buffing

**BRAULIO RODRIGUEZ (Page 2 of 2)**  
**(646) 639-4376 / Braulio115@aol.com**

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**01/06 – Present**      **FLOOR COVERING**      **New York, NY**  
**Manager**

- Carpet, Tile, Ceramic and Wooden floor layer
- Provide painting and sheetrock wall construction service
- Plan layout for customers by measuring and calculating the needed materials
- Sweep, mop, strip and wax floors

**10/04 – 01/06**      **PEPPERIDGE FARM INC.**      **Elmsford, NY**  
**Manager**

- Distribute bread, drove and maintained owned truck
- Operated and entered data information in a hand held computer
- Managed payroll, scheduled, reports and inventory
- Handled the receiving and delivering of merchandise

**01/02 – 10/04**      **STEW LEONARDS**      **Yonkers, NY**  
**Receiver / Wine Shop**

- Received and stocked store merchandise inside warehouse
- Operated Fork lift's to load and unload trucks
- Cleaned, stripped and waxed warehouse floor

**EDUCATION:**

**4/09**

**STRIVE, Inc.**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**09/08**

**Cornell University**      **Ithaca, NY**

- International Relations ( 3 credits Certificate )

**01/08**

**NEW YORK DEPARTMENT OF EDUCATION**      **New York, NY**

- GED Received

**LICENSES:**

- New York State Asbestos License
- New York City Asbestos License
- Valid New York State Drivers License with clean driving record

**LANGUAGES:**

- Fluent in Spanish and English

**ANGEL T. CRUZ**  
1280 Commonwealth Avenue Apt. #5J / Bronx, NY 10462  
(631) 357-4613 / [grump500085@yahoo.com](mailto:grump500085@yahoo.com)

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**CONSTRUCTION SKILLS TRAINING:**

06/09 – 08/09    **THOMAS SHORTMAN TRAINING CENTER**    **New York, NY**

**Construction and Building Maintenance Training (145 hours)**

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**EXPERIENCE:**

01/08 – 04/09

**GABRIELS C.F.**    **Gabriels, NY**

**Maintenance Worker**

- Conducted minor repairs on lights , photo cells, and installed booster pumps
- General working knowledge of running Romex and BX cable for 110 outlets and fixtures
- Installed booster pumps and ran conduit to and from pump and electrical box
- Safely and efficiently performed snow and ice removal

- 01/06 – 06/06      ADIRONDACK C.F.      Raybrook, NY**  
**Custodian**
- Provided custodial services for a 1 floor facility
  - Swept, mopped, stripped and buffed all hallways and rooms
  - Replenished and maintained bathrooms and bathroom supplies and kept an inventory of all necessary supplies
  - Conducted minor repairs on door locks
- 12/06 – 06/07      ADIRONDACK C.F.      Raybrook, NY**  
**Teacher's Aide**
- Tutored students with learning difficulties
  - Discussed teaching duties with teacher
  - Prepared lesson plans for subjects such as math and reading
  - Corrected and graded class work, home work, and exams

**EDUCATION:**

- 08/09      STRIVE, Inc.      New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)

- 08/07      NEW YORK DEPARTMENT OF EDUCATION      Adirondack, NY**
- GED Received

**COMPUTER  
SKILLS:**

- Basic Microsoft Word

**LANGUAGES:**

- Bilingual (English/Spanish)

## ABRAHAM DUNNING

170 East 107th Street / New York, NY, 10035 / (347) 385-8864/ [a.dunning30@yahoo.com](mailto:a.dunning30@yahoo.com)

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### CONSTRUCTION SKILLS TRAINING:

04/09 – 06/09

THOMAS SHORTMAN TRAINING CENTER

New York, NY

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ANDO INC.

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ASSOCIATION FOR ENERGY AFFORDABILITY, INC.

Bronx, NY

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### EXPERIENCE:

09/09 – Present

BRONX SHEPARD

Bronx, NY

#### Carpenter

- Rehabilitation of apartment units including; kitchens, bathrooms and general living spaces, lighting, flooring, sheet rocking, plastering and painting.
- Works independently making general repairs and upgrading units.
- Installing new plumbing systems in kitchen and bathrooms.
- Replace doors, locks, cabinets, vanities, sinks and toilets.

**ABRAHAM DUNNING (Page 2 of 2)**  
**(347) 385-8864 / [a.dunning30@yahoo.com](mailto:a.dunning30@yahoo.com)**

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**06/01– Present**      **NY SMALL REPAIRS**      **New York, NY**  
**Maintenance**

- Performed preventative maintenance duties, including carpentry, plumbing and light electrical.
- Repaired and replaced sheet rock as well as painted interior and exterior of buildings using latex and oil based paints. Installed vinyl and wood floor tiling.
- Installed locks, replaced outlets and switches. Ran BX cable.

**10/08 – 12/08**      **HELP USA**      **New York, NY**  
**Volunteer Porter**

- Daily waxing, buffing, and cleaning of hallways, restrooms, dorm areas and offices.
- Worked with cleaning machinery such as a waxing machine and water based vacuum.
- Assisted staff with inquires or concerns within the facility.

**EDUCATION:**

**11/08**      **STRIVE, Inc**      **New York, NY**

- Customer Service (2hr Certificate)
- Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**05/98**      **CENTRAL HIGH**      **Phenix City, AL**

- Diploma Received

**LICENSES:**

- New York State Asbestos Handlers License

**SKILLS:**

- Microsoft word, Excel PowerPoint, MS Suite as well as a large variety of power tools and hand tools such as drills and saws
- Experienced Carpentry
- Sheet rocking
- Taping, and Painting
- Hardwood and vinyl flooring
- Basic Electrical
- Basic Plumbing
- Weatherization (Certified)

# ABASS DUMBUYA

127 Vermilyea Avenue #41 / New York, NY 10034 / (646) 645-9102 / [dumbuyaabass@yahoo.com](mailto:dumbuyaabass@yahoo.com)

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## CONSTRUCTION SKILLS TRAINING:

**06/09 – 08/09**      **THOMAS SHORTMAN TRAINING CENTER**      **New York, NY**

### **Construction and Building Maintenance Training (145 hours)**

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**SOLAR ONE**      **New York, NY**

### **Weatherization Training (40 hours)**

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## EXPERIENCE:

**02/08 – 11/08**      **CAFÉ 2115**      **New York, NY**

### **Assistant Manager**

- Recommend all measures to improve performance and increase efficiency
- Responsible of all hiring , promotions, discharges and disciplinary measures
- Make sure all employees are in proper attire
- Made numerous bank deposits and withdrawals of over \$8000 weekly
- Ordered all supplies and keep track of merchandise used in the restaurants

**08/05 – 11/07**      **METROPOLITAN CF**      **New York, NY**

### **Maintenance Apprentice**

- Removed debris from interior and exterior of the building
- Conducted minor maintenance, buffed and plowed snow
- Disposal of trash and ensure proper recycling methods

**05/01 – 02/03      HARLEM CAR SERVICE      New York, NY**  
**Cab driver**

- Picking up passengers from one location to another
- Taking good care of customers by giving them good services
- Always showing up in time at work for when the company needs me for random calls

**VOLUNTEER:**

**05/95 – 11/08      ADAMA BUREH ENTERPRISE      New York, NY**

- Sent medicine to Sierra Leone for the wounded and sick
- Asked for donations from humanitarians
- Sent food to the hungry
- Shipped off used clothes and shoes
- Researched the internet to look for the missing victims

**03/92– 04/95      DESANTES DELIVERY COMPANY      New York, NY**  
**Messenger**

- Picked up packages from one location and delivered to another
- Attracted new customers through excellent customer service skills
- Picked up packages day or night and fully trusted with sensitive materials
- Punctual in both picking up and delivering of customers packages

**EDUCATION:**

**02/09      STRIVE, Inc.      New York, NY**

- Customer Service (2hr Certificate)
- Career Development/Job Readiness (15hr Certificate)

**SKILLS:**

- Valid-NYS Drivers license, with clean driving record
- Fluently speak , read and write French and English
- Pays attention to detail and multi-tasks
- Ability to communicate effectively with others and work within a team
- Ability to handle and accurately count large sums of cash

## AARON DIXON

219 E 178<sup>TH</sup> Street Apt. E / Bronx, NY, 10457 / (347) 820-6588 / [Aarroonn1010@yahoo.com](mailto:Aarroonn1010@yahoo.com)

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### CONSTRUCTION SKILLS TRAINING:

04/09 – 06/09

**THOMAS SHORTMAN TRAINING CENTER**

**New York, NY**

**Construction and Building Maintenance Training (145 hours)**

- **Basic Carpentry (45 hours):** Intro to carpentry materials, tools, and repair techniques; locate and repair structural problems; install sheetrock and floor materials (including ceramic and vinyl tile); etc.
- **Basic Electricity (45 hours):** Maintain and repair building electrical systems; electrical theory; wiring; conduits; repairing and installing switches, outlets, fixtures, and circuit breakers; etc.
- **Basic Plumbing (45 hours):** Repair of fixtures including: faucets, valves, and flushometers; work with a variety of piping; pipe soldering, and threading; etc.
- **Green Building Management (10 hour module):** Intro to techniques and concepts to maximize economic and environmental building performance. Review maintenance strategies, energy efficient building operation and water use reduction measures.

**ANDO INC.**

**New York, NY**

**Environmental Response & Remediation Technician Training (98 hours)**

- **Hazardous Materials / HAZWOPER: (OSHA-40 hours):** Met the requirements to recognize and describe hazards that may be present on a job site.
- **Asbestos Abatement Handler (32 hours):** Asbestos recognition; abatement methods and procedures; clean up and clearance; OSHA and State Regulations.
- **Construction Health & Safety (OSHA-10 hours):** Protective equipment usage and management in a variety of work situations associated with hazardous materials.
- **Confined Space (16 hours):** Intro to regulations and safety work in OSHA confined spaces; coursework includes: recognition of hazards, health effects of exposure, testing procedures for atmospheric monitoring and legal liability.

**ASSOCIATION FOR ENERGY AFFORDABILITY, INC.**

**Bronx, NY**

**Weatherization Training (40 hours)**

- **Energy Audits:** Intro to basic building science and the house as a “whole system” approach to assessing energy usage in small homes and multifamily buildings. Intro to pre-audit data collection in multifamily buildings
- **Air leak testing:** Ability to set-up and use the “blower door” technology to gauge heat loss in small homes
- **Insulation:** Hands-on experience with cellulose wall-insulation and fiberglass pipe insulation
- **Building Retrofitting:** Hands-on experience with weather stripping, caulking, insulation, pre-audit data collection, and building calculations

### EXPERIENCE

01/09-02/09

**JARIT INSTRUMENTS**

**Hawthorne, NY**

**Warehouse Technician (Temp)**

- Ensured that the warehouse operates in an efficient and safe manner.
- Responded to requests in a timely manner.
- Received restocking orders.
- Pulled and shipped outgoing orders.

01/08-01/09

**VIKING GLOBAL (Hedge Fund)**

**Greenwich, CT**

**Facilities Manager**

- Facilitated decision making process on equipment performance and design improvements.
- Good communication skills.
- Provided guidance and supervision to co-workers.
- Coordinated maintenance activities with building management.
- Scheduled and maintained conference rooms for meetings.

- 01/07-01/08**      **WEBLOYALTY**      **Shelton, CT**  
**Customer Service Rep. ( Call Center)**
- Processed account inquiries, address changes, closed accounts, and account maintenance requests.
  - Excellent communication skills, oral and written.
  - Handled requests in a professional, prompt and efficient manner.
- 01/05-01/06**      **OMEGA ENGINEERING**      **Stamford, CT**  
**Accounting Clerk**
- Accounts payable and accounts receivable.
  - Payroll.
  - Reviewed and confirmed that all corporate clients' tax exemption forms were complete.
- 12/99-01/04**      **NEXTEL COMMUNICATIONS**      **Elmsford, NY**  
**Facilities Coordinator**
- Secured bid proposals and negotiated contracts for preventive maintenance.
  - Established and managed relationships with vendors that provided equipment and services to support operations.
  - Inspected buildings and office areas to evaluate suitability for occupancy considering such factors as lighting, location, and size.

**EDUCATION:**

- 03/09**      **STRIVE, Inc.**      **New York, NY**
- Customer Service (2hr Certificate)
  - Intro to MS Suite - Word, Excel PowerPoint (21hr Certificate)
  - Career Development/Job Readiness (15hr Certificate)

**11/04**      Bronx Community Real Estate School

**SKILLS:**

- Microsoft Word, Excel, Publisher, Powerpoint, Corrigo, Quickbooks,