

September 27, 2018

David Ellis
752 N. San Marcos St.
Seguin, Texas 78155
(210) 722-5990

Dear Employment Specialist:

Having vast experience over seeing multimillion square feet of properties in San Antonio and Central Texas; I come highly qualified. Combined with being an accomplished HVAC-R Journeyman with expansive knowledge in building support equipment such as Fire/Life Safety, elevators, electrical, lighting, backup systems, communications, IT, plumbing, and many automated building control and surveillance/security intrusion systems; I'm confident your company, clients, tenants, visitors and end user expectations will be secured.

Throughout my careers I've worked closely with Property Management teams, CEO's, the Government and owners in areas such as budgeting, capital improvement projects, leasing activities, make ready, tenant build outs/ Fit Ups, signage, ADA requirements, ACM issues, RFP's and bid solicitations. These activities and reporting requirements such as system logs, and related reports and communication expectations are second nature playing an important role for insurance, liability and warranty claims, contract fulfillment requirements as well as projecting future repair/replacement activities and budgetary projections.

This knowledge combined with my academic, technical education and training back ground in building design application, construction management, quality assurance and their related requirements sets a firm foundation to assure all assigned responsibilities of this position are well covered with hands on capabilities. Moreover, my understanding of business professionalism, and its complexities should not go unmentioned. Being convinced I could be a valuable member of your team I would appreciate the opportunity to interview for your employment consideration.

Due to the nature of complex abilities and position requirements I've included a long detailed resume for review; looking forward to your response and thank you for your time.

Respectfully,

David Ellis

David Ellis
752 N. San Marcos St.
Seguin, Texas 78155
210-722-5990

E-mail: operations.manager@myemailaddress.us

Qualifications:

Proven accomplishments with regard to the construction and maintaining of single and multistory buildings with their particular and multifaceted requirements to sustain expectations both in the public and private sectors. Utilizes time management through organization, documentation and communications with a positive attitude inducing up beat and motivated employee morale. Responds well to change and heavy workloads, maintaining quality performance and professionalism while promoting, achieving or exceeding company, owners and end user expectations.

Field Expertise:

Includes, but not limited to; advance mastery of complex building systems along with a high electrical and mechanical aptitude. From equipment requirements and building design from planning, construction, installation, commissioning, quality assurance and required maintenance have been approached from both the owner/customer and the service side of this industry. Utilizes root cause analysis to solve reoccurring problems. Reads, interprets and/or modifies complicated technical information and construction drawings/blue prints for corrective or improvement measures. Sensitive and responds to occupants and/or visitor expectations, discomforts and complaints with timely and positive results while maintaining a safe and motivated work environment.

Employment History:

Transwestern, San Antonio, Texas

Lead Engineer May 27th, 2014 to present

Uniquely assigned position to oversee all building infrastructure and related activities for a [REDACTED] facility.

Non-Disclosure Agreement

One Hour Heating & Air-conditioning / Go Green Squads, LLC, Austin, Texas

Chief Operating Officer / Senior Project Manager October – December 2013

Led the implementation efforts of the newly acquired One Hour Franchise to include policy and procedural training, on boarding and transitional requirements. Worked closely with the CEO as well as office administrative personnel and key managers as to ensure costs, training and time requirements were fulfilled as to conform to Franchise requirements. Personally involved with the technical training and the employees understanding of Brand requirements.

My Life Vantage, Central, Texas

Owner – December 1, 2012 to October 2013

Distributor/Sales for LifeVantage Protandim the NRF-2 Synergizer

San Marcos Premium Outlets, San Marcos, Texas

Operations Director November 4, 2010 to November 7, 2012

Directed operations of the largest outdoor retail outlet center in Texas, the third largest in the United States comprised of 1.6 million square feet of property consisting of 140 high end merchants in 16 separate structures generating \$1.2 million of annual tax revenues for the city of San Marcos. Responsibilities included insuring the best shopping experience for the 12 million visitors, per year, as well as insuring presentation and building infrastructure where well oiled and operating at top efficiencies. Collaborated with the General Manager on budgeting and the related logistics involved with managing expenses and capital improvement projects. Designated Quality Assurance Inspector on all construction projects. Defined and procured all bids for contractual activities and services as well as writing related service contracts for all disciplines related to the operations, complexities and functionalities of the property.

E.P.M.P. Seguin, Texas

Facility Services Manager September 13, 2006 to August 5, 2010

New position delegated to design, implement and manage a comprehensive maintenance and repair department by establishing such programs as well as tracking and defining safety and health guidelines related to OSHA, EPA, and local governing agencies. Defined, created, programmed and implemented a CMMS electronic record keeping system/data base(s) with tracking abilities for all work activities and construction on the building, mechanical, electrical systems and sub-systems as well as quality assurance of all construction and contractors performing work on the property.

Alamo Heights I.S.D. San Antonio, Texas

HVAC/R Department Supervisor- Journeyman January 27, 2003 to August 16, 2006

Hired for abilities to defining, teach, and implement comprehensive maintenance programs and making required repairs, as well as re-occurring problem solving with current system(s) and making modifications to blueprints or construction documents when required and consulted on all MEP construction projects. Defined, created, programmed and implemented a CMMS electronic record keeping system (Access Database) which covered all Campus's with regard to Automated building controls, chillers, gas fired boilers, electric heat, direct and indirect expansion systems, pumps, cooling towers, commercial refrigerators, walk-in freezers and medium temperature food storage systems, swimming pools/their requirements and heating systems, and their over all maintenance activities and requirements.

A.J. Monier San Antonio, Texas

Journeyman Controls Technician/Mechanic 2001 to January 2003

Hired for implementation of an Automated Controls Department and to establish employee training programs. Other duties include taking customer service calls and making required repairs, expanding and maintaining existing customer accounts though hands on comprehensive maintenance programs and re-occurring problem corrections, along with new system(s) installations. Area's covered: ice machines, chillers, boilers, electric heat, direct and indirect expansion systems, pumps, cooling towers, walk-in freezers and medium temperature food storage systems, scientific clean rooms, hospitals, MRI and CATSCAN systems, industrial chemical and or food processing systems, Museums, multi-story office buildings, computer rooms, telephone switching stations, hotels and some residential systems.

Johnson Controls San Antonio, Texas

HVAC/R Journeyman Technician/Mechanic 1997 to 2001

Austin, Texas 1996 to 1997

Duties included taking customer service calls and making required repairs, maintaining and expanding existing customer accounts though established and comprehensive maintenance programs and reoccurring problem corrections along with new system installations to include refrigeration systems for state wide food chain. Area's covered were: ice machines, medium and low temp reach-ins, coffin cases, chillers, gas boilers, electric heaters, direct and indirect expansion systems, pumps, cooling towers, walk-in freezers and medium temperature food storage systems, scientific clean rooms, airports, hospitals, MRI and CATSCAN systems, industrial/manufacturing machinery and chemical systems, multi-story office buildings, computer rooms, communication switching stations, hotels, schools, and some high end luxury residential systems.

Asset Plus Corp. San Antonio, Texas

Chief Building Engineer 1990 to 1996

Managed and maintained building operations. Assisted and trained workers on building equipment maintenance and safety requirements. Responsible for procurement, stocking, scheduling, and documentation of all related building work activities and logs. Assisted Manager with budget projections related to the mechanical and physical infrastructure to assure continued occupant and owner satisfaction. Assist management in areas such as ADA, EPA, OSHA, ACM and the Federal and local governing regulatory entities. Designed, programmed and implemented detailed maintenance program and inventory control database (CMMS), reduced overhead through extensive in house repairs, tenant build outs and increased building efficiencies. Also assisted with rent/parking collections, parking space assignments and enforcement activities.

Tex-Sun Property Management Company San Antonio, Texas

Chief Building Engineer 1985 to 1990

Supervised and maintained operations of mechanical equipment and support equipment for numerous multi-story commercial office buildings. Coordinated and implemented workable time schedules on a priority basis. Responsible for workers and contractors in the continuation of quality control related to each building's infrastructure. Assisted Manager with budget projections related to the mechanical and physical infrastructure to assure continued occupant and owner satisfaction. Assist management in areas such as ADA, EPA, OSHA, ACM and the Federal and local governing entities. Utilized computer aided means of building control, developed custom computer software (CMMS) and databases for company automation. Designed and implemented procedures for parking account receivables and monitored multiple parking lot structures and properties.

Properties involved with in Central/South, Texas.

(Excludes out of country properties)

The South Texas Building, Rand Building, Main Plaza Building, Heritage Plaza Building, Majestic Building and Theater, Empire Building/Theater, STAR Complex, Mid-City Garage and Retail Store Front, McNay Art Museum, Data Records Storage, RackSpace, Federal Reserve Building, Corporate Square Building, River City Mall, San Marcos Premium Outlets, Laredo MRI, Pyramid Bank Building, Petroleum Buildings, Ashford Oaks, One Alamo Center, Tesoro Building, Tower of Life Building, World Bank San Antonio, Commerce Plaza Building, Bexar County Court House, LD Brinkman Mansion, Fountainhead, Legacy Oaks, Methodist Hospital, Children's Hospital San Antonio, Laredo Medical Center, HEB Head Quarters San Antonio, Numerous HEB stores in Austin and San Antonio, Numerus Walmart stores central TX, Sun Harvest San Antonio and Austin, Brooks Army Medical Center, Milam Building, Weston Centre, SW Methodist Hospital, NE Baptist, Christus Santa Rosa New Braunsfel, Fort Sam Army Base, Texas Center for Athletes, National Bank of Laredo, Bank of America, Numerus US Post Offices South Texas, Numerus multicarrier Cell Tower substations, The Frito food processing plant San Antonio, JCI Battery Distribution plant, Alamo Dome, International Air Port San Antonio, Austin Bergstrom International Air Port, Southwest Learning Center and a host of other properties and industrial plants.

Education/Certifications:

Certification: Master Chief Building Engineer - 1996
San Antonio Area Building Engineers Association
(Texas A&M course outline)

Emergency Management Institute – FEMA
NIMS – National Incident Management System – Sept 2011

Certificate in Testing, Adjusting and Balancing HVAC Systems - 2001
Johnson Controls Institute, San Antonio, Texas

Certificates in PPCL Programming, Workstation, Advanced Operations. (Building Automation Controls) – 2006, 2005
Siemens Building Technologies, Inc. Dallas/Fort Worth Texas.

Certification – Asbestos Abatement Worker
Texas Department of Heath - 1995

EM385-1-1 Current
U.S Army Corps Of Engineers, San Antonio Texas

Certificate in Refrigerant Recovery Systems (Universal)
1993/1995
Ferris State University, Michigan

Certificate in Pneumatic Controls -2001
Johnson Controls Institute, Florida

Certificate VFD Drives - 2005
American Trainco, Englewood, Colorado

Certificate: Safe Entry & Manipulation - 2004
Electronic Locking Systems and
Conventional entry sets/dead bolts
Ty's Safe & Lock – San Antonio Texas

Master Degree in Applied Science and Technology.
Almeda, University, San Juan. PR. 2005 (LE - 3.27 GPA)

Bachelors Degree: Applied Science and Technology
Almeda, University. San Juan, PR. 2003 (LE - 3.27 GPA)

Associates of Applied Science
Computer Applications - Accounting
San Antonio St. Philip's College 1987 (3.79 GPA)

High School Diploma: (Mid Term 1974)
John Jay High School, San Antonio, Texas

HR and the Law – 2012
Fred Pryor Seminars – San Antonio, Texas

Construction Quality Management – 2016
Project Management Certification
U.S Army Corps Of Engineers, San Antonio Texas

Journeyman Certification in Refrigeration\Air Conditioning – 1977/1979
USAF, Hickam AFB, Ohau Hawaii

Certificate: Mold Assessment and Remediation House Bill 329 - 2004
Region IV Education Service Center and
Engineering Systems, Inc. – Austin, Texas

Numerous other Specific Technical Courses
By Manufacturers, York, Copeland, Trane Corp,
Scottsman, Carrier, etc.

References:

Matt Rose – Senior Vice President, Transwestern – 210-563-7077
Ty Pippin – Owner, Ty's Safe & Lock – 210-317-7397
Darrel Sidwell – Senior Automations Supervisor, A.J. Monier – 210-889-5644
Rhondo Jauer – Senior Chief Engineer\Commercial, Transwestern --
Mike Moore – Senior Chief Engineer\MOB, Transwestern – 210-559-4496
Jim Flinn - Property Management Specialist, US Army Corps. of Engineers – 210-573-2224

ONLINE RECOMMENDATIONS can be seen at: <https://www.linkedin.com/in/david-ellis-ms-cbe-m-787a875b/>