

JOHN DELLEFAVE
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Professional Objective

Seeking a challenging career with opportunity, in a rewarding atmosphere where I can utilize my skills, knowledge and experience of 8 years in the energy efficiency field and customer service. I have a proven track record of accomplishment, commitment, and passion for success.

Critical Skills:

Self motivated, proven and proactive team player recognized for sound judgment and entrusted with highly confidential and sensitive information. Detail oriented with emphasis on accuracy of data. Effectively manage priorities. Utilize analytical and creative thinking for problem solving. Possess effective written and oral communication skills. Quickly grasp new concepts and learn new skills. Adapt well to change.

Career History:

New Jersey Natural Gas, Wall NJ – 12/10 – Present **Energy Efficiency Field Auditor** **Savegreen Project**

- To date performed over 3800 NJNG residential home energy audits
- Scored over 1900 homes using the DOE Home Energy Scoring tool
- Quality Assurance
- ESVI testing
- RESNET HERS training
- Recommend work scope for improved energy savings in the NJ Clean Energy Program
- Perform home energy analysis
- Excellent Customer Service
- Promote marketing
- Present monthly reports & summaries:
Water heater data
Track door hangers

Certifications:

BPI certifications

- Building Analyst
 - Envelope Professional
 - Multifamily Building Analyst
 - Heating Professional
 - A/C Heat Pump
- DOE Home Energy Score Qualified Assessor

Other certifications

- OSHA 10
- Esco institute Universal technician
- EPA 608 certification

PSE&G, New Brunswick, NJ – 3/10 - 12/10

Energy Assistant

- Carbon abatement
- Conduct blower door test to determine sources of air loss.
- Air sealing, chalking, weather stripping to remediate sources of identified air loss.

Depository Trust and Clearing Corporation, New York, NY – 12/88-4/09

Summary of Achievements:

- Produced an estimated cost savings of \$100,000.00 to existing clients and on boarding of two new GCA clients by eliminating four vendors
- Developed more efficient ways for the Reorganization and Redemption departments to utilize information sources which increased coverage by 10%
- Improved Accuracy and Timeliness for Global Corporate Actions and Reorganization department by 15%
- Developed the search criteria for the integration of Factiva to capture relevant corporate action press releases and reduce irrelevant press releases by 20% which resulted in one less FTE to be hired
- Participated in Six-Sigma project - developed Bond Redemptions data base which improved announcement accuracy from 90% to 99%, reducing risk
- Maintained the timeliness of check processing and reconciliation of wired funds
- Achieved Benchmarks and Corporate goals within tight timeframes as well as departmental and personal goals.
- Resolved and reconciled high volume complicated high value dividend overpayments and receivables (municipal and corporate bonds, cmo's, asset backed securities and vrdo's.)