

LEE LONGORIA

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Objective: Dynamic bilingual English and Spanish professional seeking to apply advanced intellect analytical skills and attention to detail to secure challenging position contributing actively to ongoing organizational success.

Education and Professional Development:

U.S.M.C	01/94-01/98
Administration School United States Marine Corp	06/94-09/94
Westwood High School Graduated, General Course	01/92-06/92
South Division High School General Courses	09/88-01/92

Trainings and Certifications:

State of Wisconsin, Basic Energy Auditor	06/2008
State of Wisconsin, Intermediate Energy Auditor	05/2012
Building Performance Institute, Inc. Quality Control Inspector	09/2018
Building Performance Institute, Inc. Building Analyst Professional	10/2015

Racine/Kenosha Community Action Agency, Racine, WI
Energy Auditor / Final Inspector

2012- Present

- Conduct quality control inspections on all completed units.
- Audit residential units; using National Energy Audit Tool (NEAT).
- Ensure that rules and program guidelines are followed and enforced by weatherization crews.
- Prepare concise work orders for deficiencies noted during the audit process; including material and time.
- Prepare reworks and process work agreements.
- Confirm that clients and owners sign-off for completed work.
- Ensure that all subcontractor work meets program standards and is performed in a timely manner.
- Identify, evaluate and correct energy deficiencies in client's homes. Including measuring house pressures, carbon monoxide levels and identify other unsafe household occurrences.
- Perform other duties as required or assigned.

SDC | Social Development Commission, Milwaukee, WI
Energy Auditor

2009 - 2012

- Conduct Energy Audits on residential units; using National Energy Audit Tool (NEAT).
- Prepare concise work orders for deficiencies noted during the audit process; including material and time.
- Prepare reworks and process work agreements.
- Ensure that clients and owners sign-off for completed work.
- Ensure that all subcontractor work meets program standards and is performed in a timely manner.
- Identify, evaluate and correct energy deficiencies in client's homes. Including measuring house pressures, carbon monoxide levels and identify other unsafe household occurrences.
- Perform other duties as required or assigned.

La Casa de Esperanza, Waukesha, WI
Field Supervisor /Energy Auditor

2005 - 2009

- Provide direction to Auditors Conducting Energy Audits on residential units to ensure Energy Audits are completed accurately and on time.

- Monitored Auditors work orders, reworks and work agreements.
- Ensure that clients and owners sign-off for completed work.
- Ensure that all subcontractor work meets program standards and is performed in a timely manner.
- Identify, evaluate and correct energy deficiencies in client's homes. Including measuring house pressures, carbon monoxide levels and identify other unsafe household occurrences.
- Assist in assessing and providing training for staff.
- Support in the collection of information required for the development of required reports.
- Support with inventory, issuance of materials, and computer input.
- Perform other duties as required or assigned.

La Casa de Esperanza, Waukesha, WI
Energy Auditor

2005 - 2009

- Conduct Energy Audits on residential units; using National Energy Audit Tool (NEAT).
- Prepare concise work orders for deficiencies noted during the audit process; including material and time.
- Prepare reworks and process work agreements.
- Ensure that clients and owners sign-off for completed work.
- Ensure that all subcontractor work meets program standards and is performed in a timely manner.
- Identify, evaluate and correct energy deficiencies in client's homes. Including measuring house pressures, carbon monoxide levels and identify other unsafe household occurrences.
- Perform other duties as required or assigned.

COMPUTER SKILLS

WISWAP, Microsoft Software Systems, Microsoft Word, Excel,
Outlook and Power Point, Prezi

Bilingual: English / Spanish