

Colby Keefe

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#### Professional Summary

I feel I would be a great fit with your company! I want to further my education while also growing as an employee for your company. Skilled Building analyst, and HVAC technician accustomed to estimating costs, planning jobs and meeting strict quality standards. Safety-oriented leader with strong training and leadership abilities. Identify and resolve problems with monitoring, inspection and troubleshooting strengths. Deliver consistent and professional work for every assignment. Offer 8+ years in HVAC industry environments and top-notch abilities in performance and problem solving. Trained in on the job alertness and completion. Reliable and punctual with customers, able to handle fast-paced stressed time impaired work. Proven willingness to take on any task to support the team and help the business succeed. Offer strong learning and training abilities. Motivated BA skilled at meeting customer needs with expert skilled support. Stay on top of demands in fast-paced environments by effectively using slow periods. Maintain organized, clean, and safe work areas with diligent attention to important details.

#### Skills

Worker training

Materials estimation

Site supervision

Employee management

Supply requisition

Order processing

Detail oriented

Inventory organization

Troubleshooting techniques

Written communication

Customer relations

Task prioritization

Time management

Decision making

Paperwork management

Equipment repair

Insulation demo

Insulation installation

Gas exhaust construction experience

Many other experiences in construction

## Experience

September 2018 to June 2019

Big star conservation Kenner, Louisiana

Building analyst

Head team building analyst

ran single man, and multiple manned crews

insulation installer

HVAC Technician

Estimated material or worker requirements to complete jobs.

Managed site safety through improved training and inspection strategies.

Updated records with required project details such as personnel and production data.

Helped workers complete tasks with hands-on assistance at job locations.

Planned procedures by determining construction requirements based on blueprints and specifications.

Maintained code compliance for all jobs with strict conformance to quality standards.

Met challenging production schedules with strong attention to site conditions, team operations and project demands.

Supervised, coordinated, or scheduled activities of construction or extractive workers.

Coordinated work activities with other construction project activities.

Budgeted projects accurately by considering expected material needs and workers required for each task.

Trained new team members in [Task], [Task], and ways to exceed performance expectations.

Maintained full compliance with legal, health, and safety regulations.

Kept all areas clean, organized and in line with company professional standards.

Served customers by going above-and-beyond to offer exceptional support for all needs.

Collaborated with team members to meet daily demands and handle challenging projects.

Helped team handle high-volume work by prioritizing tasks and organizing supplies.

Troubleshoot problems and developed successful solutions.

Developed solid relationships with staff, customers, and vendors.

Verified level of supplies and requested new inventory to meet service levels.

Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.

Updated office files daily and kept records organized.

## Education

May 2012 East Jeffers high school Metairie , Louisiana  
High school diploma

December 2018 Building performance association Baton Rouge, Louisiana  
Bpi certified  
working to higher my bpi with next step being Envelope certification.